



Science and  
Technology  
Facilities Council

Safety, Health  
and Environment

# Essentials for Contractors working at Daresbury Laboratory



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# Introduction

**This booklet applies to all contractors who carry out work on STFC's Daresbury Laboratory (DL) site. The extent of its application will depend on the nature of the contracted work.**

These requirements form part of STFC's Safety, Health and Environment (SHE) management arrangements, which all contractors are required to adhere to whilst working at STFC. They are in addition to the general requirement for contractors to comply with all applicable safety, health and environmental legislation and STFC SHE codes.

[she.stfc.ac.uk/Pages/home.aspx](http://she.stfc.ac.uk/Pages/home.aspx)

## **a) Contracting Supervising Officer (CSO) / Key Contacts**

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.

**If you cannot proceed safely with your work or if you have any concerns, stop and seek advice from your CSO.**

## **b) Main Contractor**

Main (Principal) Contractors are responsible for providing relevant information as required for all activities

undertaken on STFC premises. This includes but is not limited to; Insurance Verification, Risk Assessment/Method Statement (RAMS), training, evidence, inspection certificates and verification of Occupational Health Surveillance where applicable.

## **c) Sub-Contractors**

Main 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.

## **d) 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.

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

# 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.**

Contractors are to submit the following documentation to the CSO as soon as possible on receiving instruction to work and prior to work commencing, at the latest.

- Copy of current Public Liability insurance.
- Copy of current Employers Liability insurance.
- Confirmation of Baseline Personnel Security Standard (BPSS screening for all personnel that will be working on site.
- Valid Risk Assessment / Method Statement (RAMS) ensuring that it adequately covers:
  - the health and safety risks of the contracted work to Contracting Staff, 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 site induction undertaken or arranged by their CSO before they are permitted to work on site.**

# 2. Permits to Work



**A Permit to Work is designed to provide protection for employees and contractors who are working in hazardous situations.**

Due to their hazardous nature, some areas may require special authorisations to enter and, additionally, high risk activities will require a specific permit.

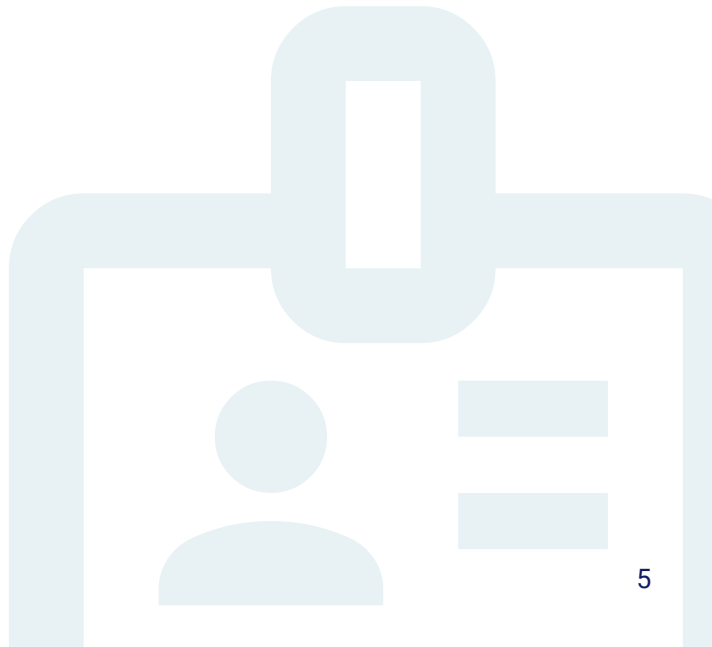
Specific permits are listed below, with some issued exclusively by Estates and some by the area hosting the work, please check with your CSO.

- Electrical & Mechanical isolation
- Pressure system permit
- Confined Space
- Crane Isolation
- Radiation
- Hot Work
- Roof Access

- Fire detection / Smoke alarm isolation
- Excavation / dig permit
- Permit to breach fire compartmentation

Please allow sufficient notice for all permit requests taking into account potential delays.

Minimum notice periods tend to be 24 – 72 hours subject to circumstances but may be several weeks for extraordinary requests.



# 3. Security & General Site Access



On the first day all contractors and sub-contractors must report to their CSO, who will arrange site access, including security passes.

Security passes & company ID must be worn visibly at all times when on site.

To contact DL Security (general enquiries) call 3277 or 3511 from any site phone or 01925 603277 from a mobile.

## Conduct

All contractors and persons on site are required to conduct themselves in a professional manner at all times.

The use of STFC facilities, including but not limited to the Restaurant, Toilets and Break rooms must be respected at all times.

## Smoking and Vaping

Smoking and vaping is not permitted inside any STFC building, within 5m of any building or designated 'No Smoking' area. All cigarettes must be extinguished properly and disposed of in the bins provided. Used vapes must be disposed of off-site.

## 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.

Contractors must clean up after their work. Where possible dust should be removed by vacuum cleaner rather than dry sweeping. Waste must be placed into the bins/skips agreed with the CSO.



# 4. 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 STFC Fire Safety Adviser.

All hot work undertaken by contractors has to be carried out in accordance with a written 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.

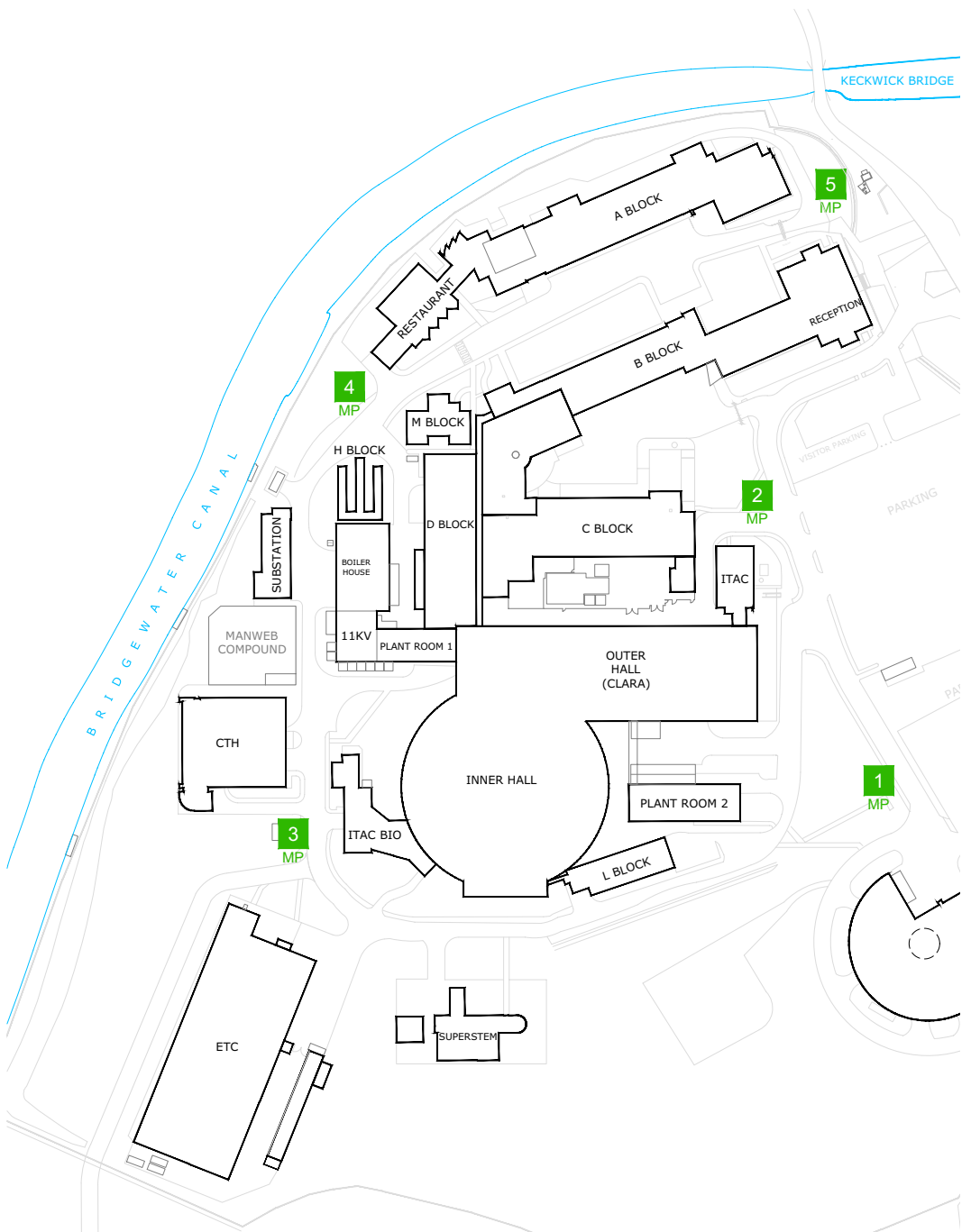
All work that could affect the physical fire safety systems or the emergency evacuation of building occupants must be agreed in advance with the CSO, so that appropriate temporary measures are taken.

This includes any works which:

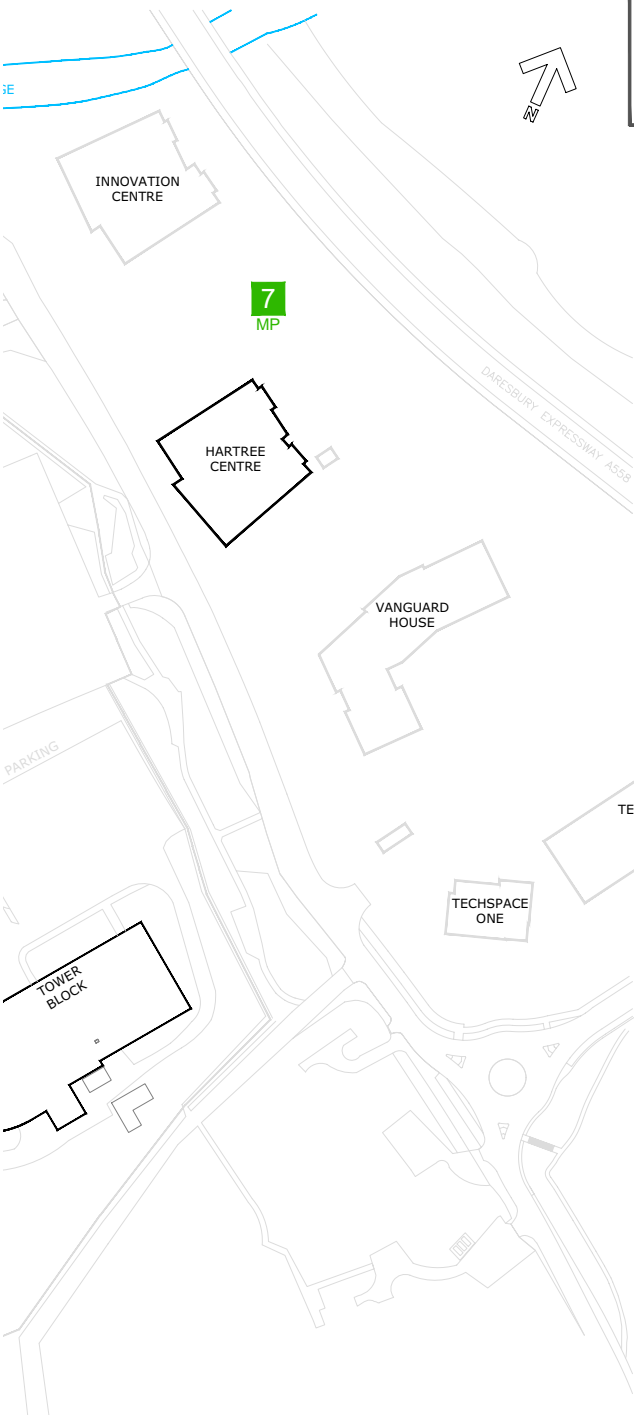
- are likely to produce heat, dust or fumes;
- will restrict or block fire escape routes and exits;
- require the wedging open of fire doors;
- involve breaking a building's fire compartmentation; or
- affect the operation of the fire detection and alarm systems.

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 STFC Estates Helpdesk. Fire detectors must only be capped or covered by Estates.

Fire assembly point locations are identified on the map on the following pages.







# Muster Point

1  
MP

7  
MP

Fire hydrants must not be used as a water supply unless they have written permission from the STFC Fire Safety Adviser. Please contact your CSO to initiate this request.

Contractors must make themselves aware of and follow the fire and emergency evacuation arrangements in

operation. This includes identifying their main and backup emergency escape routes from the areas where they are working.

Please note site fire alarms are tested every Wednesday between 09:30 and 12:00.

## If you discover a fire:



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



Call Security on x3333 (01925 603333 from a mobile) giving location and type of 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 nearest 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

# 5. Accidents and Injuries



## First aid

Contractors are to provide their own first aiders and first aid kit, if possible.

If on-site medical assistance is required, proceed as follows:

### For minor injuries

Contact the local STFC first aider identified by your CSO.

The details of STFC first aiders are posted by building entrances and on area notice boards. You can also ask any member of STFC staff to help you locate a first aider. Defibrillator locations are identified on the map on the following pages.

### For serious injuries or medical emergencies

- Notify Security on 01925 603333 from a mobile (or x3333 if available in your location). They may be able to provide additional assistance and First Aid.
- Contact a local STFC first aider, as above.

- Do what you can to make the casualty safe until help arrives, without putting yourself at risk.
- Site Security will coordinate any Emergency Service response.

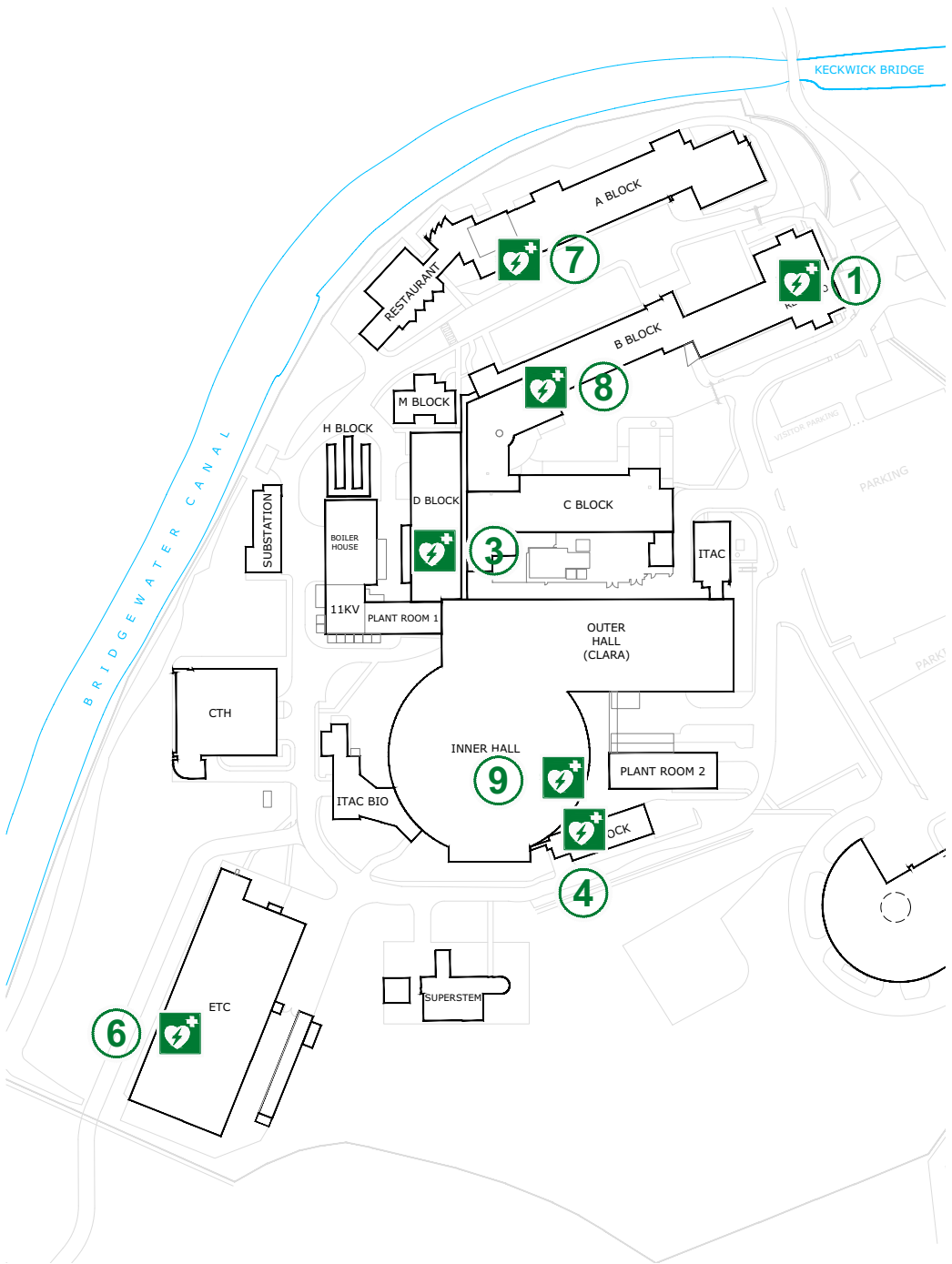
## Accident Reporting

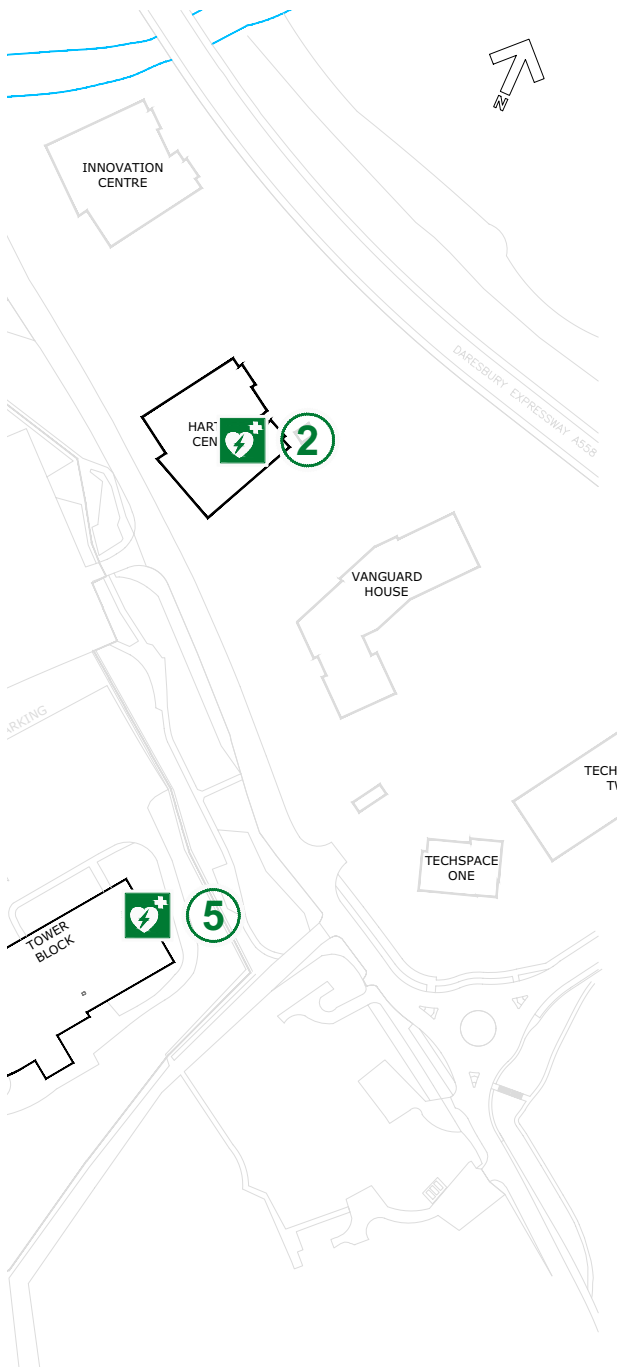
Contractors must ensure that all injuries or near misses they have on site, however minor, are reported without delay to STFC through their CSO. In some circumstances the CSO may arrange for the contractor to submit reports directly via STFC's online incident reporting system.

Contractor's use of STFC emergency equipment - first aid kit, eye wash bottles, fire extinguishers, spill kits etc - must be reported to your CSO.

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 behalf of contractors.





# Defibrillator

- 1 Reception Building**  
Security Desk
- 2 Hartree Building**  
Ground Floor Atrium
- 3 D Block**  
VELA Rest Room
- 4 L Block (Logistics)**  
Corridor outside Kitchen
- 5 Tower**  
First Floor outside T8
- 6 ETC Ground Floor**  
Main Hall outside Clean  
Assembly Facility
- 7 A Block Ground Floor**  
Foyer outside Merrison  
Lecture Theatre
- 8 B Block Ground Floor**  
Opposite Gym Entrance  
(Amenity Area)
- 9 DUNE APA Facility**  
Rear Wall of DUNE Facility

# 6. Asbestos



**Many of the buildings on site contain asbestos. Due to the age of the estate this was typically used in building materials, lagging and sprayed coatings. It was also used in the thermal insulation for some scientific equipment.**

STFC sites have asbestos registers which contain 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 potentially 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 (R&D) 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 the site asbestos register through Estates.

Only contractors authorised by STFC'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.

All contractors liable to disturb or whose work may damage or disturb asbestos containing material (ACM) must as a minimum have asbestos awareness training and evidence thereof.

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

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

# 7. 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 and rescue plans. These must be agreed with the CSO and local STFC Supervisor for the area.

Before work in a confined space can commence the contractor must obtain a confined space permit-to-work from an STFC authorized permit issuer.



# 8. General Safety



## Local Hazard Information

You will find a yellow bordered A3 hazard warning poster 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 liaise 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.

## Personal Protective Equipment (PPE)

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.

ALL PPE MUST be maintained in good condition.

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.

## Lone Working

Where applicable, 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.

## Directorate Safety

Due to the complex nature of the directorates and departments at STFC, there are a wide and varied range of hazards and it is important that you are fully aware of the hazards present in your working area.

## Additional controls

Additional controls may be required in some areas including local induction briefs, additional training, supplementary access controls and the use of dosimetry badges.



# 9. Restricted Areas



Due to the nature of the science undertaken at STFC there are many areas on site where there are strict access controls due to the safety hazards present, these are frequently invisible hazards, for example:

- ionising radiation;
- hazardous chemical substances;
- high power lasers;
- electromagnetic fields;
- strong static and varying magnetic fields;
- oxygen depleted atmospheres;

or

- fire suppressant systems.

Restricted areas include certain laboratories, workshops, plant rooms, roofs and experimental facilities. 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.

Door access cards must not be passed on to other contractors.



# 10. Ionising Radiation



Contractors wishing to bring any ionising radiation hazards onto the STFC sites or to work with such hazards at the site **MUST** discuss this with their CSO and consult with the STFC Radiation Protection Advisers (RPAs) prior to doing so.

Contact details for STFC site RPAs are on the key contacts page.



The CSO will also provide you with a copy of “Notes for Contractors Required to Work in Designated Radiation and/or Contamination Controlled Areas at the STFC Daresbury Laboratory”, which will provide some further details.

# 11. Safety Signs



Contractors must know and understand the meaning of safety signs provided in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996.

|             |  |  |  |
|-------------|--|--|--|
| Prohibition |  |  |  |
| Mandatory   |  |  |  |
| Warning     |  |  |  |
| Information |  |  |  |

If you observe a safety or hazard warning sign that you are not familiar with, stop and seek advice from your CSO.

Due to the nature of STFC's work contractors will encounter some of the less common hazard warning signs on site, such as the following:



**Corrosive Material**



**Oxidant Material**



**Explosive Material**



**Toxic Material**



**Flammable Material**



**Low Temperature or Cryogenic material**



**Radioactive Material**



**Non-ionising Radiation**



**Laser Beam**



**Strong Magnetic Field**



**Biological Risk**

# 12. 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.**

## Portable Electric Hand Tools and Other Equipment

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 new ladders must be to EN131 Professional standard. Existing ladders and stepladders to EN131 trade/ industrial or BS1129 / BS2037 Class 1 may be used, provided they are in good condition, have been suitably inspected with evidence provided to the CSO.



## Scaffolding

Scaffolding must be constructed and used in accordance with accepted industry standards. All installations must be inspected before first use, every seven days when in use and after alterations, damage or extreme weather conditions. All scaffolding and exposed ladders **MUST** be secured to prevent unauthorised access. Mobile access scaffolds must only be constructed / modified by PASMA trained personnel 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.

## Pressure Systems

Contractors must ensure that all positive and negative pressure (vacuum) equipment they bring on site has been suitably maintained, and be able to provide 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.
- When using boom-type platforms you must use a work restraint system consisting of a full body harness (BS EN 361) connected to a lanyard (BS EN 354) short enough to prevent you reaching a position where you could fall.



# 13. Vehicles on Site



## General

Site roads are subject to all the standards contained in the Highway Code, including the use of seatbelts in all vehicles where fitted.

Speed limits vary up to a maximum of 15mph. The site contains speed warning signs and site security undertake regular speed camera monitoring campaigns.

The use of mobile phones or mobile communication devices, including hands free kits, is not permitted whilst driving on site.

Vehicles must only be parked in designated areas, unless the CSO or security has authorised parking elsewhere. A valid site parking permit must be clearly displayed in the windscreen of the vehicle, where required. Do not obstruct dropped kerbs, fire exits or fire hydrants.

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

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.

## 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.

## Loading and Unloading

Contractors are responsible for ensuring all deliveries and collections under their control are carried out safely and without risks to people in the vicinity. This includes the loading and unloading of their vehicles and the use of any goods handling equipment, such as fork lift trucks.

Arrangements for receiving / dispatching large loads must be agreed in advance with the CSO and, where appropriate, with site logistics via the Estates Helpdesk. This includes arranging any special parking and loading/unloading areas that may be required.

During such operations clear access for emergency service vehicles must be maintained at all times.

# 14. Work on Site Utilities



## Electricity

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

Special permission may be required before accessing certain areas e.g. substations.

The isolation of any electrical supply must be approved in advance by STFC Estates for the site electrical supply infrastructure and mains systems, and the relevant Department electrical engineers for experimental electrical systems. Any isolation will require a permit-to-work.

Working on or near live exposed (accessible) conductors is prohibited but may be allowed in exceptional circumstances, with approval by the relevant STFC authorising electrical engineer.

## Water

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

STFC Estates and the Legionella Responsible Officer.

All requests to connect to, or otherwise utilise water from hydrant connection points MUST be submitted to your CSO (including location and an approximation of volume and duration), and approved by the site Fire Safety Advisor prior to implementation. 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 site mains gas supply network under the direction of STFC Estates. A permit-to-work is also required.





# 15. Waste and Pollution



**Contractors and their sub-contractors must agree in advance the management and disposal of all wastes arising from their work at STFC with their CSO. This includes the use of any STFC site waste disposal streams.**

During work on site, contractors are to adopt a tidy as you go policy and ensure that waste is stored so it will not become a hazard.

- Do not block fire exits or restrict access that may be required by emergency vehicles.
- Do not store flammable or combustible waste within buildings, or within 5m of a building.
- Hazardous waste is to be stored in an impermeable, covered container to prevent contamination of the ground in the event of a leak.
- Use covered skips to prevent waste blowing away and dumping of waste by others.

Contractors' domestic waste - paper, cardboard, food packaging etc - may be disposed of in local bins providing it is correctly segregated.

On completion of work, contractors are to ensure that all waste is correctly disposed of, including the removal of the following waste streams from site:

- Rubble and soil.
- Hazardous waste.
- Bulk metal waste.
- Bulk wood waste.
- Waste Electrical and Electronic Equipment (WEEE).



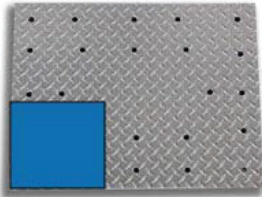
STFC site drains are coded as below to indicate the types of liquid waste they carry.

Surface water drains discharge into the Bridgewater canal and must not be contaminated.

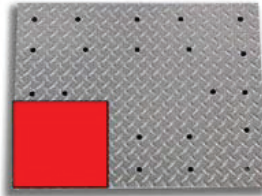
Free-flowing solid (sand, cement etc) and liquid materials must be stored in an impermeable container and if

leakages or spills occur, these must be contained to prevent the contamination of unmade ground or any of the drains. Spillages of this nature must also be reported immediately to your CSO and Site Security.

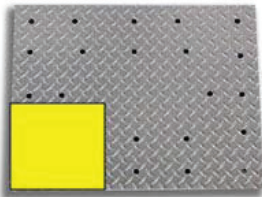
Do not discharge any liquid or free-flowing solids to STFC site drains.



Surface Water



Foul Drain



Trade Waste



Radioactive Waste

# 16. Key contacts



## Your Contract Supervising Officer (CSO)

|  |  |
|--|--|
| CSO Name                                     |  |
| CSO Location                                 |  |
| CSO Contact number / details                 |  |
| CSO Deputy<br>(name and contact information) |  |

## Other Key Contacts

|   |   |
|---|---|
| DL Site Security<br>(24/7 Emergency Number) | Call 01925 603333 from a mobile or 3333 from any site landline (if available in your location)  |
| DL Site Security                            | Call 01925 603277 from a mobile or 3277 from any site landline (if available in your location)  |
| DL Estates helpdesk                         | Self Service portal:<br><a href="https://tfcloud-stfc.technologyforge.com/">tfcloud-stfc.technologyforge.com/</a><br>Email: <a href="mailto:estate.services@stfc.ac.uk">estate.services@stfc.ac.uk</a><br>For emergency assistance dial 01235 446644 from a mobile phone. |
| DL Radiation Protection Officer             | Tel: 01925 603395<br>Email: <a href="mailto:rpa@stfc.ac.uk">rpa@stfc.ac.uk</a>  |
| DL Safety, Health and Environment Group     | Tel: 01925 603027<br>Email: <a href="mailto:dlsafety@stfc.ac.uk">dlsafety@stfc.ac.uk</a>  |
| DL Site address                             | Science and Technology Facilities Council,<br>Sci-Tech Daresbury,<br>Daresbury Laboratory,<br>Keckwick Lane,<br>Daresbury,<br>WA4 4AD.<br><br>General Enquiries: 01925 603000   |



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