



Health & Safety

Guidance for the management of external clients leasing rooms, laboratories or equipment from the University

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¹ or earlier if change in legislation or on risk assessment

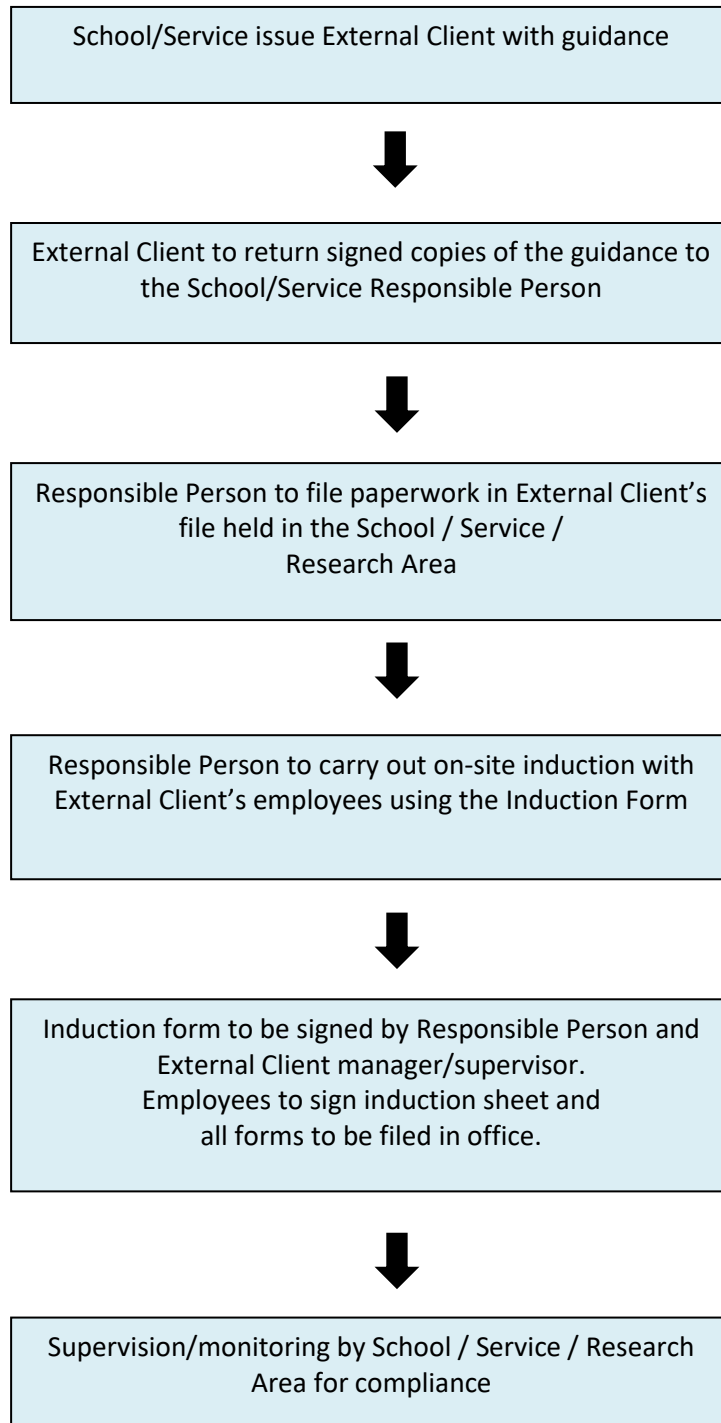
Amendment Control

Version	Date	Amendments
1.0	May 2018	
2.0	Feb 2022	Update to various sections on clients' responsibilities and compliance, who to contact, prior to approval of works being undertaken. Chemical and accident reporting requirements.

Health & Safety
Finance & Operations

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External client health and safety induction flowchart



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1. Introduction

This guidance document is designed to give health and safety guidance to all external clients leasing rooms/equipment from Schools/Services/Research areas of the University and must be agreed by the Dean/Director.

Roles and responsibilities

External Client

The External Client is defined as a company or person(s) who has a contractual agreement with the University to carry out work within University rooms/laboratories and/or use equipment.

Responsible Person

The term **Responsible Person (RP)** used throughout the document shall mean the member of staff in the School/Service/Research area of Edinburgh Napier University who takes responsibility for the external client and monitors the contract. The competent RP will be appointed in writing by the Dean/Director of School, Service or Research area.

University responsibilities

Edinburgh Napier University is committed and has a statutory duty to ensure, so far as is reasonably practicable, the health and safety of its employees and all users that its activities do not endanger others who may work on or visit its premises. The Dean or Director of this area is required to approve the use of university space/property. They must fully understand what will happen in the area and get advice from Property & Facilities if it involves the building; Information Services if IT required and Health & Safety Office for fire and safety advice.

External client responsibilities

As an External Client to the University, you have a crucial and legal role to play in health and safety. This Guidance explains some of the laws on health and safety. It details your responsibilities as an External Client to the University. It describes how health and safety is managed in the University and gives advice and information on how to deal with a range of hazards.

Prior to approval to use the space, the external client will need to provide the necessary information on:

- Space requirements
- What they will be using the space for
- Equipment being used – are they competent to use it
- Additional works required prior to occupation of space – electrical, IT, etc.
- Access requirements – times of day and weekend working etc.
- Condition of space prior to starting and when contract comes to an end
- Deliveries and storage requirements
- Disposal of waste
- End of contract – removal of all materials, substances and leave the space how they found it

This Guidance details those University arrangements with which all External Clients and their staff must comply when operating on University premises. Compliance with these rules does not in any way relieve the External Client of any of their legal or contractual obligations or any requirements to provide relevant safety documentation relative to their works. The External Client is responsible for ensuring that all their employees and others are conversant with the University's Health and Safety

policies and procedures and have also signed this document to say that they have been inducted. This should be managed by the RP.

Breaches or failure by the external client's employee or subcontractors to comply with legislation, University policy and procedures may result in termination of their contract and/or removal from University premises.

Notwithstanding any specific reference made to any Act, Regulation or British Standard etc. within this Guidance it shall be deemed that compliance will be in accordance with all current Health, Safety and Fire Legislation, etc. at date of contract agreement.

It is important that all External Clients make every effort to avoid risks to themselves and to others by acting in a safe and responsible manner.

In particular you must:

- Ensure you are aware and follow the relevant University health and safety policies, procedures, systems of work and management instructions.
- Make yourself aware of the contents of this Health and Safety Guidance.
- Report any hazards and unsafe conditions to the School/Service or the University Health & Safety Team so that corrective action may be taken.
- Follow instructions/guidance with regards to wearing personal protective equipment, manual handling, use of chemicals and operating electrical equipment, as required for job role/task.
- Know and carry out procedures relating to the emergency evacuation of the University, safe working and first aid.

External Clients must assess any potential hazards which may exist from the work activity and detail the precautions taken to minimise any risk. Risk assessments and safe systems of work must be provided and returned to the RP.

Work must not commence until all documents have been completed and signed by all relevant personnel.

2. Starting work

The School/Service RP must be informed before work/services commences. The RP will then ensure that all staff affected by the works/services are informed prior to the commencement of the works/service.

All External Clients prior to commencement of their works at the University and irrespective of its duration must have a Health and Safety induction and must provide the relevant risk assessments, COSHH assessments, safe systems of work etc. This must be agreed with the School/Service RP.

Adequate notice must be provided prior to commencement of any works. All works/services must be agreed with the School/Service RP who will notify Security Control of any requirements.

No access to University property will be given at any time unless such notification is received and correct documentation is provided. This also includes out with normal working hours.

Any modifications/fixings to the building fabric will require authorisation from Property & Facilities.

Any chemicals or materials to be brought on to campus must be agreed prior to arrival on location of storage. Chemicals to be recorded and kept up to date on the university hazardous database by the RP.

Accident, incident and near miss reporting must be put in place and communicated to the University Health & Safety Office. First aid arrangements must be agreed and in place prior to work starting.

All works/services must be suitably and sufficiently supervised.

3. Emergency response procedures

The Emergency Response Procedures provide guidance to staff, students and visitors on the actions to be taken in response to a number of defined emergency situations e.g. gas leak, loss of electricity, medical emergency.

Details of the university [emergency response procedures](#) are available on the Governance Services website.

4. Fire and emergency procedures

What to do in the event of a fire or emergency

You must familiarise yourself with the actions and evacuation procedures to be taken in the event of a fire or fire alarm activation. Also familiarise yourself with the nearest fire exit and route identified by the green and white directional exit signage displayed for fire exits from your place of work.

All persons are advised on arriving at the location to check:-

- The nearest means of escape in case of fire.
- The location, type and method of operation of the nearest fire alarm.
- The procedure to be followed in case of fire or on the sounding of the fire alarm.

All persons must obey any emergency signal heard whilst on the University premises. Following evacuation on an alarm activation, the External Client should identify and report to the appropriate member of University staff.

Fire alarms are tested weekly on most of the University's campuses and run for approximately 20 seconds, however local testing arrangements should be confirmed.

If you discover a fire:

- Operate the nearest alarm call point.
- Call the Fire Service – dial (9) 999.
- Leave the building by the nearest exit.
- Make yourself known to University Security or Senior Fire Coordinator, so that the details regarding the fire can be passed on.
- Do not leave site until emergency has been concluded.

On hearing the alarm:

- Leave the building by the nearest exit, closing doors behind you.
- Do not stop to collect belongings.
- Do not use lifts.
- Go to the nearest assembly point.
- Do not re-enter the building until informed by the University Senior Fire Co-ordinator/Fire Officer.
- On no account should anyone drive out of the campus during a fire evacuation.
- Any staff, student or visitor with mobility difficulties should not use stairways where possible but proceed to the nearest disabled refuge and activate the two-way communications panel if Personal Emergency Evacuation Plan (PEEP) has not been drawn up.
- All persons who may need assistance in an emergency evacuation should have a Personal Emergency Evacuation Plan (PEEP) drawn up and inform the School or Service of their requirements.
- Visitors - it is the responsibility of the host to ensure that all visitors receive the University's fire evacuation procedure. The safe evacuation of visitors during a fire alarm is the responsibility of the host. Once the building has evacuated visitors should remain with their host at all times and ensure they are accounted for.

The University's [fire and emergency procedures](#) are available on the Health & Safety website.

The University's emergency number is 0131 455 4444.

5. Accidents or dangerous occurrences

The attention of External Clients is drawn to the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. Whilst external clients are responsible for recording and reporting to the HSE any injuries to their own employees and dangerous occurrences arising from the contracted work/services, details of such incidents must also be reported to the School/Service RP.

They in turn will make a full report on the University's internal [accident report online form](#) to the University Health and Safety Team.

Blue notices are displayed prominently at suitable vantage points within the University to indicate the accident procedure.

6. What to do in the event of an illness or injury

In the event of any illness or injury, contact a trained First Aider via the Security Control Room on the emergency number 0131 455 4444 or iPoint staff.

Give the following information to Security:

- a) Location of the injured or ill person (area and room number).
- b) Details of any injury or illness (e.g. faint, chest pain, broken bone).
- c) Extension number from which the call is being made and name of caller. Person making the request must remain with the injured person until assistance arrives. They may not be a first aider and may not enter into patient/carer relationship.

All injuries, no matter how trivial, and dangerous occurrences must be reported on the [official accident form](#) and emailed to the University Health and Safety Team (health&safetyoffice@napier.ac.uk).

Access to first aid rooms will be via the designated first aiders. In an emergency contact the Security Control Room - emergency number 0131 455 4444 or iPoint for assistance.

****For ALL Emergencies, call 0131 455 4444****

7. Control of substances hazardous to health

Prior to any work with hazardous materials, a COSHH Assessment must be completed under the Control of Substances Hazardous to Health (Regulations) and CLP (Classification, Labelling and Packaging) Regulation and Dangerous Substances and Explosive Atmospheres Regulations (DSEAR).

Where a hazard is inherent on the premises, e.g. in laboratories, a COSHH Assessment will be available from the relevant University School/Service. It is the duty of the External Client or their staff to complete a COSHH Assessment for any hazardous substance brought onto the premises by them and returned to the RP. The information must be passed to all personnel who will be working in or near that area. All chemicals brought onto Edinburgh Napier University's premises must comply with the CLP (Classification, Labelling and Packaging) Regulation. They must be packaged and identified in a way which complies with these regulations.

All hazardous substances must be inputted into the University's hazardous database - the RP will ensure this is carried out.

On completion, safe disposal must be carried out by the external client. No hazardous substances are to be left in laboratory areas after use.

8. Electricity

All work on or associated with an electrical system must be undertaken in strict accordance with the Electricity at Work Regulations. All persons working on electrical equipment or systems must be competent to do so. At present all electrical portable appliance testing is managed by Property & Facilities. Any connection to our systems or modification must be approved by Property & Facilities.

9. Environmental issues

The University requires External Clients working in the University to comply with the University's Environmental Policy and comply with the duty of care provisions of the Environmental Protection Act, the Environmental Act and the Special Waste Regulations.

Details of the Environmental Sustainability Policy can be found on the [Environmental Sustainability website](#).

10. Good housekeeping

Slips, trips and falls are still the major cause of accidents. To help prevent them:

- Do not leave things lying around
- Clean up spills straight away
- Keep work area/gangways tidy and clear
- Generation of dust must be minimised and kept below a safe, acceptable level

All materials and waste must be removed from University premises at the conclusion of the contract (subject to any contractual agreement to the contrary).

If you are required to bring a skip on to the campus, you must get permission and it must also be an enclosed skip. Location to be agreed with Property & Facilities and the Health & Safety Office, prior to arrival.

Fire exit doors, corridors and staircases must be kept free of obstructions at all times. External clients must not deposit rubbish in these areas.

11. Highly flammable liquids and LPG

The storage and use of flammable liquids must be carried out in compliance with the Highly Flammable Liquids and Liquefied Petroleum Gases Regulations and the Dangerous Substances and Explosive Atmospheres Regulations. Authorisation required from the Health & Safety Office prior to installing and using HFL and LPG.

12. Manual handling

Where work involves the transporting of loads by hand or bodily force and there is a risk resulting in an injury, a Manual Handling Assessment must be carried out in compliance with The Manual Handling Operations Regulations.

Where practicable, mechanical aids should be used to reduce the risk of injury. Where the operation is unavoidable, loads should be split or handled by more than one person.

13. Noise

In compliance with current Noise at Work Regulations the External Client should take measures to minimise the effect of noise.

14. Personal protective equipment

The External Client is responsible for providing for their employees such personal protection as may be required for the work in hand such as eye protection, head protection, respirators and breathing apparatus.

The External Client should be aware of the requirements of the Personal Protective Equipment at Work Regulations.

15. Equipment

All equipment used by External Clients on University premises must be suitable for the works to be undertaken. It must comply with all relevant legal standards and must be properly maintained in accordance with appropriate safety standards (Provision and Use of Work Equipment Regulations).

External Clients must not use University plant, tools, or equipment unless agreed within the contract and suitable maintenance checks and procedures must be carried out.

16. Reporting of a hazard

If you discover a hazard or a potential hazard to the health and safety of yourself or others, you should **immediately** inform the Supervisor/RP or [Health and Safety Team](#).

17. Safeguarding of machinery

All machinery and guarding to comply with the Provision and Use of Work Equipment Regulations.

18. Security

External Clients are responsible for the security of equipment, plant, machinery and building materials brought onto University premises for use in connection with the contract. The University assumes no responsibility for the theft, loss or damage to any equipment brought onto its premises.

Security arrangements should be communicated to the Edinburgh Napier University Security Duty Supervisor after consulting with the RP.

19. Services

External Clients must not interfere with or connect to the electricity, gas, water or other services of the University without the specific permission of Property & Facilities (0131 455 5000). Normal use of standard plugs to connect portable electrical equipment is excluded from this requirement. However all equipment used by the External Client is to be compliant, fit for use, protected and not provide any hazards to employees, building users, etc.

20. Traffic control and road safety

The University campuses present unusual dangers in respect of road safety and it is expected of drivers of vehicles that they exercise a high degree of responsibility and restraint. The presence of large numbers of young people must be constantly borne in mind and External Clients and their employees are asked to remember that the campus is essentially a pedestrian precinct to which vehicles are allowed access only for loading, unloading and parking, subject to the car parking restrictions of the University. Permission to enter is only given by security control. This requires to be carried out in advance.

The External Client must take precautions to eliminate or reduce, so far as is reasonably practicable, the dangers to staff and students arising from the movement of their and subcontractors' vehicles about the premises, including entrances and exits.

Deliveries must be risk assessed where significant risks are identified. Access/egress, loading and unloading areas, as well as storage areas, must be addressed prior to the delivery taking place.

External Clients are required to contact the Security Control Centre (via the [Property & Facilities Service Desk](#)) beforehand if there is likely to be a need for special arrangements for the accommodation of their vehicles.

21. Risk assessments/safe systems of work

The Management of Health and Safety at Work Regulations require risk assessments. External Clients are required to comply with these regulations.

Where risks are apparent the External Client must produce, submit and follow the agreed risk assessment. All relevant controls must be in place prior to commencement of work. Where changes have taken place and risks have increased all risk assessments need to be reviewed, revisited and reassessed.

A job specific safe system of work is to be produced prior to commencement of works where it has been identified in the risk assessment that a safe system of work is required.

Where a task changes or new tasks have been added the risk assessment and safe system of work will require to be updated.

All risk assessments should be submitted and agreed with the School/Service RP.

22. Lone working

The External Client must notify the RP prior to the commencement of any works or services. This will include where lone working may take place. The External Client must provide the RP with detailed procedures on how the External Client will manage lone working, including contact details, etc.

23. Subcontractors

All subcontractors of External Clients must also provide all necessary information to the External Client. All risk assessments and safe systems of work must be provided and made available to all relevant parties. It is the responsibility of the External Client to ensure that the subcontractor is competent and has provided the relevant certificates and information to prove this. Any works that may have an effect on health, safety or fire must comply with the current health, safety and fire legislation in force.

24. Management of health and safety

Edinburgh Napier University is committed to providing a safe and healthy place of work where staff and students are confident that their health and safety are considered to be of the utmost importance at all times. The university is also committed to providing a safe and healthy environment for others who may be affected by its activities such as contractors and visitors to the University.

All employees, students, visitors and contractors have the responsibility to work safely, report accidents, incidents, near misses and hazards, co-operate with management to achieve a healthy and safe workplace, and to take reasonable care of themselves and others.

The management of health and safety at Edinburgh Napier University is based on a strategy which includes:

- Identifying all hazards and carrying out suitable and sufficient risk assessments for all work areas/tasks and introducing necessary control measures as required.
- Providing information, training and guidance to ensure safe working and the development of a positive compliant safety culture in the University.
- Setting standards for health and safety and regularly assessing the University's performance against these standards.
- Having effective emergency procedures to protect staff and others from serious or imminent danger.
- Through safety inspections and audits, monitoring the effectiveness of our Health and Safety Policy and systems and regularly reviewing both policy and systems as a result.

External Client’s Name and Business Address

Nature of Business

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I, the undersigned, being the officially appointed representative of the above Company which has made an agreement to lease space from Edinburgh Napier University hereby acknowledge formal acceptance of a copy of the “Guidance for management of external clients leasing rooms, laboratories or equipment from the University” and confirm that the above Company will comply with the provisions of the guidance.

Signed: _____

Company Position: _____

Date: _____

***Return to: Edinburgh Napier University Contact (RP)**

Signatures for all employees working on Edinburgh Napier University Premises:

Print Name	Signature