



University of
Central Lancashire
UCLan



Health and Safety Information

For Contractors and Visitors

Introduction

Welcome to the University of Central Lancashire Preston Campus. UCLan is committed to providing a safe and healthy environment for its staff, students and visitors.

However brief your visit to campus might be, we want to ensure that your time with us is a safe one and that you know what to do if you need help or assistance in an emergency. This booklet will provide you with the basic information.

For further information please contact the SHE Department on 01772 (89)2067 or SHESection@uclan.ac.uk

Contractor Work on the University Campus

UCLan needs to ensure the health, safety and welfare of its employees, students, visitors and public are not adversely affected by maintenance and contractor activities.

COVID-19

If you are displaying any signs of COVID-19, please do not attend campus.

The University has a duty of care to ensure all contractors on-site are sufficiently protected and they are aware of their duties to abide by their own risk assessments and method statements.

The core business of the University is teaching and it is therefore essential that lectures, seminars and exams are not disturbed by contractor works.

If work could become a nuisance to others, contractors are asked to report back to Estates Services immediately for further guidance.





KEY

- ATM
- Barrier controlled road
- Bike Hub
- Bus number
- Bus routes
- Bus stops
- Cycle compounds / lockers
- Cycle racks
- Dental Clinic
- Disabled parking
- Disabled toilets
- eat@UCLan
- Electric vehicle charging point
- Entrance to buildings
- Eye Clinic
- Gender neutral toilets
- Hearing loop
- Mailing room
- Main reception
- Medical Centre
- Motorcycle shelters (covered)
- Parenting room
- Pharmacy
- Physiotherapy Clinic
- Prayer Room
- Preferred walking routes
- Public car parks
- Security Control Centre
- Social Space
- Student Support
- Vending Machines

For up-to-date bus time and route information see stagecoach-bus.com and prestonbus.co.uk



BLUE ZONE - Harris Site

- AK Askew House
- CB Chandler Building
- DB Darwin Building
- ED Edward Building
- EIC Engineering Innovation Centre
- FB Foster Building
- FS Foster Square
- JBF JB Fifth Building
- HB Harris Building
- HH Heatley House
- LE Leighton Building
- LH Livesey House
- LP Lamb & Packet
- MB Mauldand Building
- PSC Pre-School Centre
- SB Stewart Building
- STF Sir Tom Finney Sports Centre
- WB Wharf Building
- 33ES 33 Edward Street
- 2 Adlow Car Park
- 6 Darwin Car Parks
- 8 Heatley Car Parks
- 13 Leighton Car Parks
- 14 Livesey Car Park
- 21 Harris Car Park
- 25 Hope Street Car Park

GREEN ZONE - Media Factory Site

- CM Computing & Technology Building
- HR Hanover Building
- HW Hawkins Building
- IW The Ironworks
- KM Kirkham Building
- ME Media Factory
- OFS Oasis, Faith and Spirituality Centre
- Pn Pendle Hall
- Rr Roeburn Hall
- 5 Computing & Technology Car Park
- 9 Fylde Road Car Park
- 11 Hanover Car Park
- 16 Roeburn I Car Park (Podder Street)
- 17 Roeburn II Car Park (Podder Street)
- 26 Rendle Car Park

ORANGE ZONE - Adelphi Site

- AB Adelphi Building
- AC St Peter's Arts Centre
- EB Library and Learning & Information Services (LIS)
- STU Student Centre
- SU5 Student Union / 53 Degrees
- US University Square
- SPG St Peter's Gardens
- SPC Victoria Building
- VB Douglas Hall
- Dw Derwent Hall
- 1 53 Degrees / Adelphi Car Park
- 7 Douglas Car Park
- 19 Victoria Car Park (reserved spaces for visitors)
- 24 Victoria Car Park (Pay and Display)

PURPLE ZONE - Harrington Site

- AL Allen Building
- BB Brook Building
- ER Eden Building
- GB Greenbank Building
- HA Harrington Building
- VE Vernon Building
- Ri Ribble Hall
- 3 Ribble Hall
- 4 Brook Car Park
- 10 Greenbank Car Parks
- 12 Harrington Car Park (Pay and Display)
- 18 Vernon Car Park (Berkeley Street)
- 20 Whiteheads Car Park
- 23 Vernon Car Park (Moorbrook Street)

University Car Parks require UCLan permits. Based upon Ordnance Survey mapping by permission of Ordnance Survey on behalf of The Controller of the Majesty's Stationery Office © Crown Copyright. Licence No. ED 100018831. Colour revised v17.1/21.

Fire Safety

It is important that you are aware of what to do if you discover a fire or hear the fire alarm.

What to do if you discover a fire

- Immediately operate the fire alarm call point.
- From a place of safety dial 333 or use an emergency telephone (red/green) to inform security of the location of the fire. From an external line dial 01772 896333.
- Evacuate to the assembly point which is noted on the blue fire procedure notices displayed on means of escape.
- The Safe Zone App can also be used to notify security of an emergency situation.

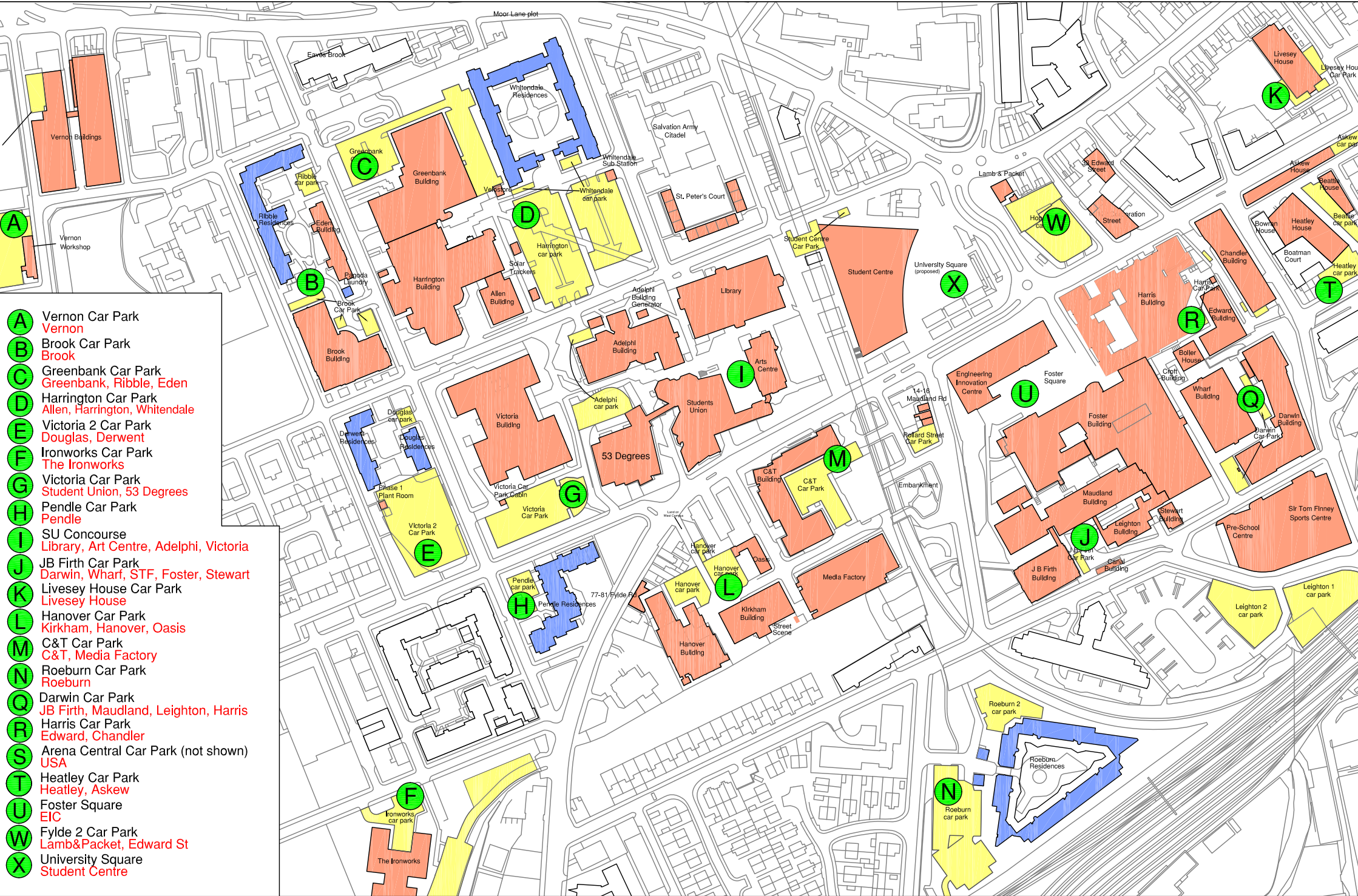
Evacuation chairs are available within buildings to assist the evacuation of mobility impaired persons. Details of their location are posted within buildings. The fire alarms are tested on a weekly basis and signs detailing the day and time are displayed at building entrances. During such tests, the alarms should sound for no longer than 30 seconds.

What to do if you hear the fire alarm

- Leave the building by the nearest available exit, closing windows and doors behind you
- To assist in a safe evacuation, please try to ensure that your work area is clear as you leave
- Do not stop to collect personal belongings
- Evacuate to your nearest assembly point
- Follow any instruction you are given by the Fire Marshals
- Do not re-enter the building and do not attempt to use lifts

Contractors must ensure:

- Means of escape are not obstructed
- Fire doors are not wedged open
- Extinguishers are not moved from their locations
- Fire detectors are not covered or bagged in any way, unless this has been agreed
- Dry risers, fire hydrants and other firefighting equipment is not used for any purpose other than which it's intended



- A** Vernon Car Park
Vernon
- B** Brook Car Park
Brook
- C** Greenbank Car Park
Greenbank, Ribble, Eden
- D** Harrington Car Park
Allen, Harrington, Whitendale
- E** Victoria 2 Car Park
Douglas, Derwent
- F** Ironworks Car Park
The Ironworks
- G** Victoria Car Park
Student Union, 53 Degrees
- H** Pendle Car Park
Pendle
- I** SU Concourse
Library, Art Centre, Adelphi, Victoria
- J** JB Firth Car Park
Darwin, Wharf, STF, Foster, Stewart
- K** Livesey House Car Park
Livesey House
- L** Hanover Car Park
Kirkham, Hanover, Oasis
- M** C&T Car Park
C&T, Media Factory
- N** Roeburn Car Park
Roeburn
- Q** Darwin Car Park
- R** JB Firth, Maudland, Leighton, Harris
Harris Car Park
- S** Edward, Chandler
- T** Arena Central Car Park (not shown)
USA
- U** Heatley Car Park
Heatley, Askew
- V** Foster Square
EIC
- W** Fylde 2 Car Park
Lamb&Packet, Edward St
- X** University Square
Student Centre

First Aid

A first aider can be summoned by dialling one of the following numbers:

- **333 - University emergency number**
- **01772 896333 - from a mobile phone**
- **2068 - to contact security**

Contractors should ensure they have the appropriate first aid arrangements in place prior to any works commencing at UCLan. This would include access to a qualified first aider and to the appropriate first aid equipment. In instances where this isn't possible, the host should be informed prior to works beginning and other suitable arrangements made which may include shared first aid arrangements with the University.

Accidents, Incidents & Near Misses

All incidents must be reported even if you do not sustain a personal injury or it is a near miss incident.

All Accidents and Incidents should be reported by the person responsible for the area you are visiting via our [Accident Reporting System](#).

Contractors working at UCLan may have their own reporting procedures as set out by their employer but they should still inform us of any accident, incident or near miss using the above methods.

Parking at UCLan

Please take care when moving around campus. Ensure that you stick to the speed limits, park sensibly and be mindful of pedestrians and cyclists.

Parking at the university is limited. Parking permits can be obtained from Estates Services. Contractors are encouraged to minimise the number of vehicles they bring to site and use alternative transport methods if possible.

Parking on pavements causing an obstruction is strictly forbidden. Inappropriate parking on-site will not be tolerated and security will take action if the system is abused.



Use of University Facilities

Contractors and visitors can use university welfare facilities, providing they are used respectfully. Campus refectories and food outlets are clean wear zones. All muddy and soiled clothing **must** be removed, and contractors must be considerate to other users.

Any abuse of the University buildings, staff or students will not be tolerated.



UCLan Site Rules, Contractor Info & Work Tools

Before any work commences, the following documentation must be present and approved by the University:

- Liability Insurances
- Risk Assessment & Method Statement
- Additional Training Documents where necessary (eg working at heights)
- Additional Licences where necessary (eg IPAF or ECS)
- Evidence that the UCLan Contractor Induction has been completed

Contractors must report to their host on arrival. This is to confirm that the contractor and any relevant documentation is in place, so work can commence.

Contractors must wear workwear showing their company logo and their UCLan visitors lanyard whilst working on site.

It is the contractor's duty to ensure their work areas are suitably barriered off and signposted. The scope of this will be outlined with the host before work commences.

All keys must be returned before you leave campus, even if you are on-site for multiple days. Contractors issued with keys must ensure unauthorised people do not access the area.

Contractors will be expected to follow relevant methods or safe systems of work. You should advise Estates Services if your work is likely to disturb any hidden services.

Contractors and their employees must familiarise themselves with actions to be taken in the event of a fire including how to raise the alarm, location of the nearest alarm break glass, means of escape from their work area and the location of the fire fighting equipment and the fire assembly point.

Out of hours work can only take place with prior authorisation by the UCLan host. Campus security must be informed to aid with access. At this point, all relevant permits will be completed and, if required, contractors will be shown to their area of work.

All contractors are expected to report any defective plant, unsafe practices or unsafe methods of work to Estates Services.

When working with tools on-site, ensure you are only using that which you have been trained to use safely. Utilise all guards and safety devices fitted to equipment provided for you where necessary.

UCLan is an open campus. There may be occasions where members of staff and students will be in close proximity to you –

Do not leave tools laying around your work area and clear away prior to taking any breaks.

If working with power tools, where applicable, low voltage or battery operated tools should always be prioritised over higher voltage tools.

Wired power tools should not create trip hazards. Ensure the appropriate barriers are in place when necessary.

Remember, to adhere to The Provision and Use of Work Equipment Regulations, work tools must be:

- suitable for the intended use;
- regularly inspected and maintained;
- operated only by those authorised and trained;
- accompanied by suitable safety measures

Use of any large mobile plant such as forklift trucks or scissor lifts must be fully communicated to Estates prior to work commencement, this would include a detailed risk assessment and method statement.

Permit to Work

If your work involves higher risk activities such as working at height, electrical work, hot work, etc. you may be required to obtain a permit to work from Estates Services. To ensure permits are issued appropriately, discuss the health and safety aspects of your work with your contact person within Estates Services - 01772 892888.

Please stay vigilant while working on-site and ensure all risks are controlled so far as is reasonably practicable. Any concerns or issues must be reported to your host immediately.

- Working at heights
 - Confined space
 - Hot work
 - Isolations
 - Excavation and breaking in
 - Asbestos
- 

Asbestos

Before any work begins, the host will check the asbestos register and advise accordingly. Asbestos surveys are available from Estates Services which will show locations of asbestos across campus.

Any questionable material uncovered when working should be treated as asbestos and work must cease. The site supervisor and project officer should be made aware of this immediately.

Contractors must not disturb any material that is known or thought to contain asbestos.

Deliveries and Disposal of Waste

Contractors are responsible for the delivery and storage of materials to their work area. These must not be delivered to university stores or reception areas.

Any environmentally hazardous materials need to be delivered, stored, used and disposed of in a controlled manner.

Such materials must be transported and stored in appropriately sized bunds/drip trays.

Hazardous material must not be left unattended or insecure.

Contractors are also responsible for the disposal of their waste. University bins/skips must not be used.

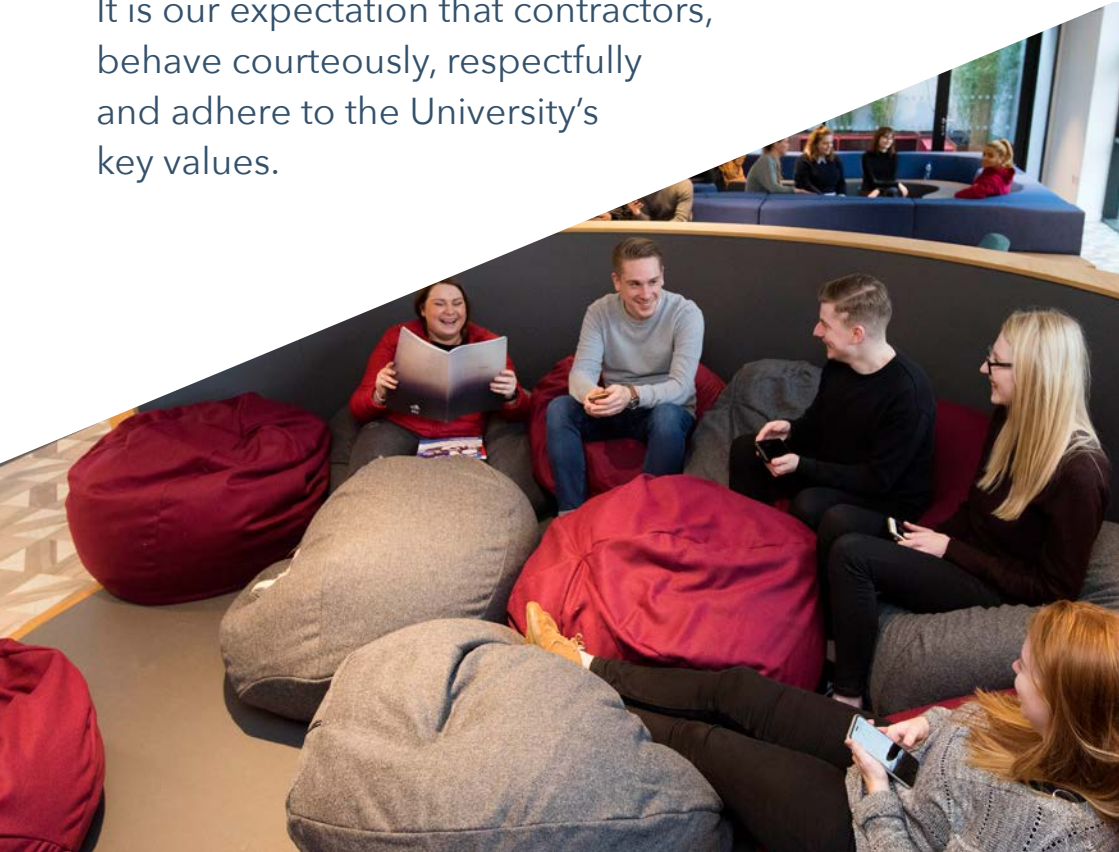
When wet chemicals are used, the process to control chemical spillages must be outlined within the risk assessment and method statement.

Etiquette and Behaviour

UCLan operates a total ban on smoking throughout the University's buildings and prohibited areas as indicated directly outside of buildings.

Contractors must ensure their work area is kept as tidy as possible throughout the duration of the works and that it is cleaned up and left in a safe condition on completion.

It is important to remember, contractors are representing UCLan as well as their own company. It is our expectation that contractors, behave courteously, respectfully and adhere to the University's key values.



Safety Signage

Whilst you are on campus it is important that you are aware of the different types of safety signs. Examples of some of the most important ones may be found below :

Prohibition Sign

Red and white circles representing something you must NOT do.



Warning Sign

Yellow and black triangles warning of a danger.



Mandatory Sign

Blue and white circles represent something you MUST do.



Emergency Sign

Green and white rectangles provide emergency.



Completion of Work

On completion of work, contractors must report to their host to sign off all relevant documents.

Any Permits to Work must be signed off by the host and responsible person before the job/site can be handed over. In handing over the work area, you are confirming that the area has been left safe and tidy in accordance with agreed procedures.

Useful Contact Information

[msuclanac.sharepoint.com/sites/
SafetyHealthandEnvironment](https://msuclanac.sharepoint.com/sites/SafetyHealthandEnvironment)

SHE Department **01772 892067**

Security **01772 892068**

Emergencies **333 (Internal)**

Emergencies **01772 896333**

Switchboard **0 (Internal)**

Switchboard **01772 201201**

Estates Helpdesk **01772 892888**



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Any emergency where you require the police, an ambulance or Security, please dial 333 from any internal telephone or 01772 896333 from a mobile and state the nature of the emergency so that the University may respond appropriately.