

Contractor-Specific Information

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 Facilities Management. To ensure that permits are issued appropriately, discuss the health and safety aspects of your work with your contact person within Facilities Management.

Smoking, the use of naked flames or the application of heat as in welding or burning is prohibited in all University buildings. The contractor must seek permission before commencing these activities from the Project Officer controlling the work.

Contractors will be expected to follow relevant method statements or safe systems of work. You should also advise Facilities Management if your work is likely to disturb any hidden services.

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

Any contractor working on University premises:

- **Must not** obstruct means of escape routes
- **Must not** wedge open fire doors
- **Must not** disable detectors, isolate zones or tamper with any fire alarm system
- **Must not** remove fire extinguishers
- **Must not** carry out their work in such a way as to pose a risk to the health and safety of others

Information on locations of asbestos across campus is available from Facilities Management.

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



Moving Around Campus

Please take care when moving around campus.

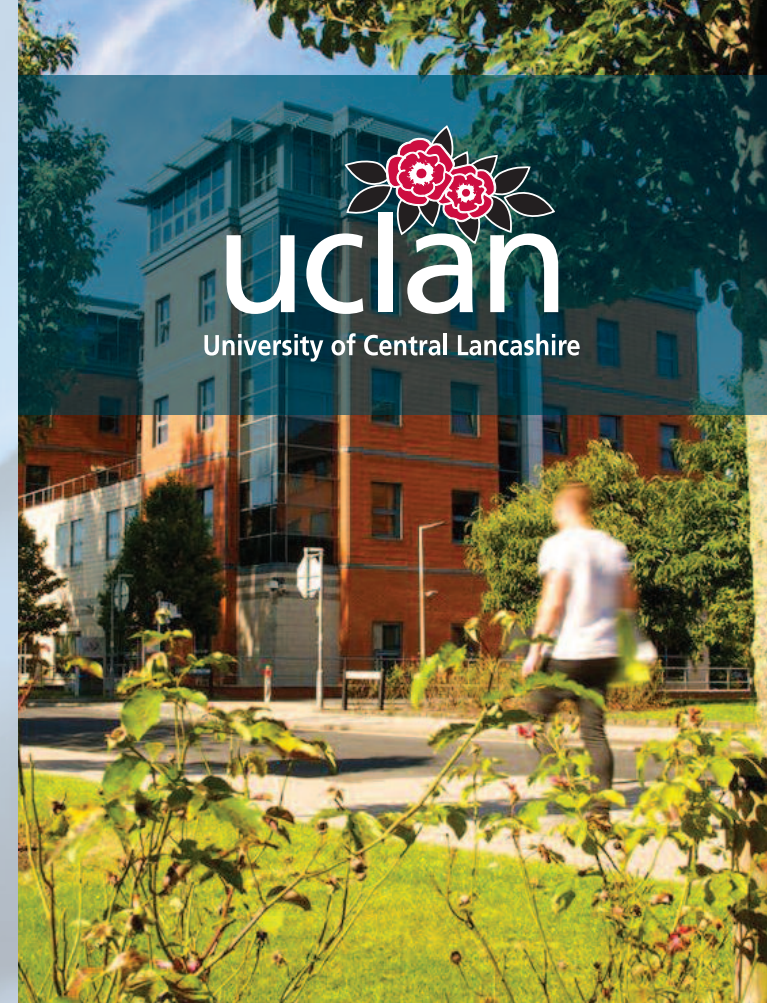
Ensure that:

- You stick to the speed limit
- Are mindful of pedestrians and cyclists
- Park sensibly
- Whilst walking around campus, stick to the footpaths and walkways

Useful Contact Information

SHE Section	01772 (89) 2047
Security	01772 (89) 2068
Emergencies	333 (internal)
Switchboard	01772 201201 or 0 (internal)
FM Helpdesk	01772 (89) 2888

www.uclan.ac.uk/safety_health_environment/index.php



HEALTH AND SAFETY INFORMATION FOR VISITORS AND CONTRACTORS

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