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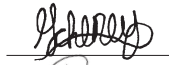
CODE OF SAFE WORKING PRACTICES FOR CONTRACTORS

Rev20



Document history

Document revision	Date	Description of amendments	Revision author
1	05/2003	Estates Department review	MA
2	06/2003	Health and Safety Department review	MA
3	06/2004	Annual Review	RK
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16	06/2017	Updated section 2.2 on permits to work in occupied areas	HDE
17	07/2017	Updates to section 1.4 wording, 2.2 permits	RM
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20	03/2024	Updated approval name/titles, grammar and punctuation throughout, 1.6.2 updated weblink, addition to section 2.21 waste.	MC

Position title	Name	Signature	Date
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Contents

2 DOCUMENT HISTORY

3 CONTENTS

4	1.1	Introduction
4	1.2	Purpose of the Code
4	1.3	Communication
5	1.4	Risk assessments and method statements
5	1.5	Commencement of work
5	1.6	Parking and site locations
7	2.1	Signing in/out (site specific)
7	2.2	Permits to Work
8	2.3	Services
8	2.4	Tools and equipment
8	2.5	Guards, fences, screens and enclosures
9	2.6	Work above ground
10	2.7	Work below ground
10	2.8	Entry into confined spaces
10	2.9	Personal Protective Equipment (PPE)
10	2.10	Control of pollution
10	2.11	Environmental protection

11	2.12	Asbestos
11	2.13	Road safety
11	2.14	Fire safety and emergency procedures
12	2.15	Emergency calls for fire and ambulance
12	2.16	Reporting of accidents and dangerous occurrences
12	2.17	Departmental rules
12	2.18	Safety and warning signs
12	2.19	Hazardous/harmful substances and materials
12	2.20	Welfare facilities
12	2.21	Waste

13 APPENDIX I

13	Electronic contractor register signing in/out instructions (Canterbury campus)
14	IMPORTANT
14	Signing off-site

15 ACCEPTANCE FORM

SECTION 1:

ESTATES CODE OF SAFE WORKING PRACTICES FOR CONTRACTORS

1.1 Introduction

The University has a statutory duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees, students, visitors and others who may be affected by its undertaking.

The University's Health and Safety Policy recognises this duty, and due to the range of work activities carried out on University premises, by contractors, it has in place this Code of Safe Working Practices for Contractors. This Code does not in any way relieve the contractor of their legal obligation to comply with all Statutory Provisions.

A contractor is by definition; a person or firm that undertakes a contract to provide materials or labour to perform a service or do a job.

1.2 Purpose of the Code

This Code applies to all work undertaken by contractors associated with new buildings, alterations to, adaptation of, or extensions to existing buildings, or site installations and other works, the maintenance of buildings, properties and sites owned or occupied by the University and to the modification or maintenance of equipment held in University departments.

The Code of Practice has been prepared to assist contractors and their employees to work safely within the University and to prevent accidents and injuries to themselves, University employees, students, visitors and others. Contractors are to be reminded that persons with sight, hearing and mobility impairments are to be expected in the vicinity at any time.

The observance of the Code of Practice does not in any way relieve contractors of their own legal and contractual obligations.

For all construction projects, the requirements of the Construction (Design and Management) Regulations 2015 will be implemented.

It is the contractor's responsibility to ensure that all of their employees, and those of their sub-contractors, who will be working within the University estates are aware of the requirements of the Code and the health and safety rules of the department or area in which they are working.

Contractors or their sub-contractors in complying with this Code shall make no requests for additional expenditure. **Failure to comply with the requirements of this Code will prejudice contractors from being awarded future work by the University.**

1.3 Communication

In all cases health and safety will be dependent on the establishment of good communications between the contractor and their point of contact within the University. This will be the job owner who is responsible for over seeing all aspects of the project or maintenance services from start to finish and is often the person named on the official order or the nominated project officer. This point of contact is described throughout this code as the 'University representative'.

In any case of doubt regarding the application of this code or in any circumstances affecting safe working practice not covered by the code, advice should be sought from the University representative.

1.4 Risk assessments and method statements

Before any work commences the contractor shall prepare a written method statement detailing how the works will be completed and how any risks identified in their assessment will be mitigated. The contractor must also complete a job specific risk assessment for the works to be carried out.

Where works are planned to take place in any occupied areas where staff or students may be present then the contractor must include this additional specific risk within their risk assessment and identify adequate measures of control. The method statement must also include specific detail on the segregation method of University staff and students from the area of works.

Both the method statement and risk assessment (produced by the contractor) must be provided to the University representative for review. This must be at least 24 hours prior to any complex maintenance works, and for projects these documents must be submitted at least five working days before the start date. Where low risk repetitive maintenance work is undertaken a generic RA and MS will be acceptable.

If there are any changes to the agreed work method during the course of works then both the method statement and risk assessment must be reviewed and amended. The revised documents must again be provided to the University representative for review.

1.5 Commencement of work

Contractors shall not be permitted to work on the estate until they have read this Code of Practice. This means that all contractors' staff must sign the acceptance form at the back of this booklet individually. This Code of Practice applies to all subsequent work undertaken by the contractor on the estate until further notice.

No work may commence unless the University representative has been consulted and adequate time has been allowed to complete and arrange any health and safety requirements.

Contractors shall ensure that their employees and those of their sub-contractors are adequately trained and competent to carry out the work in question. Copies of licences and training certificates should be available upon request.

1.6 Parking and site locations

Contractors' works vehicles used for purposes of transporting materials, tools and equipment may be permitted on campus without charge subject to obtaining and displaying a Contractors Parking Permit.

Any person who brings a vehicle on to the University private land and car parks agrees to abide by the regulations for the management of traffic at the University of Kent for staff, students and other persons.

A permit to park must be displayed in the windscreen of your vehicle (Mon-Fri, 08:00-17:00), and all vehicles must be parked in a marked bay, in accordance with the permit issued.

This does not apply to delivery drivers and their vehicles who will agree with a University representative on suitable arrangements.

1.6.1 Canterbury campus

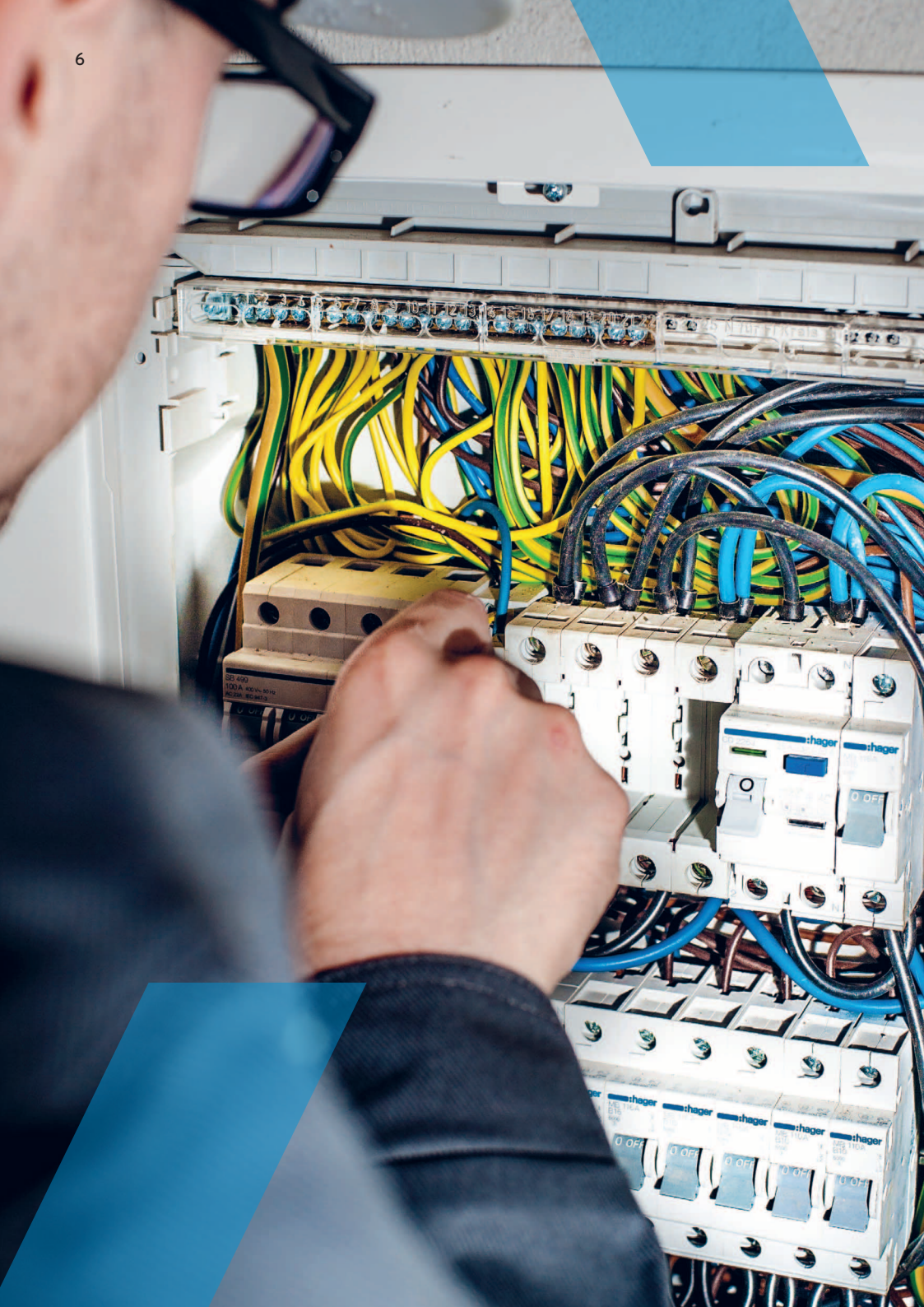
Please report to either the Campus Security or Estates Customer Services (CT2 7NN) where you will be required to sign in with online permit system.

Information on how to get to our site including parking arrangements for other vehicles can be accessed online at: kent.ac.uk/locations/canterbury/directions and also kent.ac.uk/transport?tab=other-persons

1.6.2 Medway campus

Please report to the Medway building (ME4 4AG) on arrival on the first day of work where a permit will be issued for the likely duration of the job.

Information on how to get to our sites including parking arrangements for other vehicles can be accessed online at: kent.ac.uk/locations/medway/directions and also kent.ac.uk/media/pdf/medway-campus-guide.pdf



SECTION 2:

GUIDANCE OF SAFE WORKING PRACTICES

2.1 Signing in/out (site specific)

Canterbury campus

All contractors working on the Canterbury campus must sign in and out daily using the electronic contractor register, remotely via a smartphone or by visiting Campus Security or the Estates Customer Services reception. Contractors are required to follow the signing in/out instructions (Appendix I)

Medway campus

All contractors working on the Medway campus and on the Historic Dockyard must sign in and out daily at the Medway campus Medway Building reception. On the first day of works the Contractor must liaise with their Estates FM Representative for any additional induction on potential local hazards and precautions.

Failure to meet the signing in/out requirements of the University of Kent as set out in this procedure may result in late payment for services.

2.2 Permits to Work

Where work involves particularly high risk hazards such as:

- Working in confined spaces
- Hot works
- Working at height
- High and low voltage electrical work
- Excavations
- Work in laboratories
- Working in occupied areas
- Pressure systems

OR where contractors operations are required to be co-ordinated with those of the University to ensure health and safety, then operations may need to be controlled by means of a formal 'Permit to Work' system.

Where contractors are working in buildings which are occupied by staff and students then a formal Permit to 'Work in Occupied Areas' shall be issued by the relevant University representative who has instructed the works (or their nominee). This will include a review by the University representative of the risk assessment(s) and method statement(s) provided by the contractor to include details of the additional safety measures required and agreed segregation of staff and students from the work area to mitigate any risks AND a declaration by the contractor regarding the arrangements in place to minimise the risk of working in an area occupied by staff, students or members of the public.

A permit to 'Work in Occupied Areas' may not need to be issued if the University representative identifies that the likelihood of an incident resulting from this work is unlikely AND the duration of the works is less than one day AND there are no high risk hazards such as working in confined spaces, hot works, working at height, high and low voltage electrical work, excavations or working in laboratories.

It is the University representative's responsibility to make an assessment of risk and they are accountable for their decision on whether a 'Permit to Work in Occupied Areas' is required. If the University representative decides that the 'Permit to Work in Occupied Areas' is not required based on the above criteria they should note this decision on their copy of the contractor's risk assessment.

A 'Permit to Work in Occupied Areas' covers the full duration of a piece of work UNLESS: there is a break of more than 72 hours in the works at which time a new permit to work must be issued OR there is a change in the works which results in an increase in danger to the contractor, their staff, members of the University or others.

All other 'Permits to Work' for works involving particularly high risk hazards are only applicable for 24 hrs as outlined in the University's Permits to Work Procedure which can be found at: kent.ac.uk/estates/contractors.html

All permits for 'Working in Occupied Areas' shall be reviewed by the Estates' Health and Safety Advisor.

Contractors must make themselves aware of the University's permit to work procedures (safe systems of work) which can be found at kent.ac.uk/estates/contractors.html

No work shall commence that falls within the categories listed above without first liaising with the University representative who will if required issue the relevant permit to work.

Where staff, students, visitors or members of the public fail to abide by the contractor's safety rules and procedures or refuse to cooperate then the contractor must immediately suspend any works and report to their University representative or nominee and advise Campus Security.

2.3 Services

Contractors must not interfere with any fire alarms, alarm wiring, fire equipment or any other safety installation provided to protect building occupants without specific permission from the University representative. Similarly, permission must be obtained prior to the connection of any equipment to the gas, electrical, water or any other services and any relevant permits issued.

Entry to substations, switchgear and plant rooms is prohibited unless the University representative has given permission. Specialist arrangements apply to high voltage sub-stations.

2.4 Tools and equipment

All plant, tools and other work equipment used by contractors on the University's estate must be appropriate for the work to be undertaken, comply with all relevant legal standards and must be maintained and inspected in accordance with appropriate safety standards and statutory provisions. Tests certificates should be available on demand

All portable tools, so far as is reasonably practicable, shall be operated at 110V or less. In certain circumstances, where agreed by the University representative, an alternative device may be used which must incorporate an earth leakage/residual current device.

Cartridge fixing tools must not be used on the University estate without the prior permission of the University representative. Should permission be granted, they must be used in compliance with the relevant Health and Safety Executive Guidance Note.

When working in or around occupied buildings, particularly those used for teaching and examinations, contractors should be sensitive to excessive noise generated when using pneumatic and cutting tools and be prepared to carry out excessively noisy work when teaching/examinations are not in progress by prior agreement with the University representative.

Contractors must not use University owned plant, tools or other work equipment.

2.5 Guards, fences, screens and enclosures

Guards or fences must not be removed from any machinery or plant without the previous permission of the University representative.

Guards or fences must not be removed while the machinery/plant is in motion or energised. They must be replaced and secured as soon as work is complete and before the machinery plant is restarted or energised.

All contractors machinery and plant brought on to the University estate must comply with the regulations relating to that type of equipment and must, where appropriate, be securely guarded or fenced. Relevant equipment must meet the essential requirements of the Machinery Directive 2006/42/EC.

The contractor shall provide rigid barriers/enclosures around all working areas throughout the course of the works and shall be responsible for the maintenance of such barriers/enclosures and signage.

2.6 Work above ground

All scaffolding contractors working on the University's estate shall be members of the National Access and Scaffolding Confederation.

When the work involves the erection of any scaffold support, shoring or similar structure the contractor is responsible for providing whatever additional safety features such as walkways, covers, warning lights, etc that may be necessary for safety.

Any scaffold must be erected and dismantled in a safe and competent manner in accordance with relevant regulations and industry guidance, in order to avoid damage to property and injury to others.

Action must be taken daily to ensure safety by the removal of ladders or other means of access when work ceases.

Contractors installing and using hoists etc must provide copies of test/examination certificates prior to their use. This equipment and all associated lifting attachments must be suitably rated for the maximum load that will be lifted.

Wherever possible ladders shall only be used as a means of access to a working platform or stage. The use of ladders should be strictly in accordance with the relevant Health and Safety Executive Guidance Note and British Standards. Class 3 – domestic ladders are strictly prohibited from use.



Access to roofs is not permitted without the permission of the University representative and completion of the relevant Permit to Work if appropriate. It is the contractor's responsibility to ensure the safety of their employees and persons below whilst working on roofs.

2.7 Work below ground

No excavations on the University's estate may be carried out without the permission of the University representative. Whilst the Commercial Services and Estates will advise as far as possible to the location of buried services, it is the contractor's responsibility to ensure that adequate checks are carried out to locate any services, and to proceed with the excavation work with due care.

The work site must be made and kept safe by means of barriers, warning notices, lights etc, at all times. When work is complete, the site must be made good and any markers, protective covers and warning notices removed.

All trenches and excavations, particularly those adjacent to roads and existing buildings, must be adequately shored. Excavations should be fenced off or boarded over when work is not actually proceeding and be inspected to ensure its integrity at least every 24 hours, seven days a week.

2.8 Entry into confined spaces

Contractor's employees may not enter any confined space without the permission of the University representative. If permission is given, precautions stated on the Permit to Work and those outlined within Health and Safety Executive Guidance shall be strictly followed. A minimum of two employees shall be present at all times. A schedule of identified confined spaces can be found with the Permit to Work.

2.9 Personal Protective Equipment (PPE)

The contractor is responsible for providing their employees with appropriate personal protective equipment and clothing as may be required for the work being undertaken.

The University may require proof of adequacy or specification of the protective equipment or clothing provided.

The contractor shall ensure that their employees when necessary wear the correct PPE.

2.10 Control of pollution

Contractors shall not deposit any waste, chemical or other substance into any drains, skips or bins on the University's estate, unless the University representative has granted permission.

2.11 Environmental protection

The University operates an Environmental Management System certified to ISO14001:2015. Our Environment Policy applies to all activities under the control of the University and can be found at kent.ac.uk/sustainability

Where applicable, contractors shall ensure that they:

- Prevent pollution and be suitably prepared for emergencies (if oils or other hazardous/polluting liquids are used on site, contractors should carry the appropriate spill kits)
- Do not deposit any waste, chemical or other substance into any drains, skips or bins on the University estate, unless the University representative has granted permission
- Minimise emissions to air from paints, solvents, vehicles and machinery through good management practice
- Prevent detriment to green spaces, biodiversity and amenity
- Avoid or minimise environmental nuisances (noise, dust)
- Avoid wasting energy, water, materials or other resources.

In the event of a spill or accidental release of hazardous liquids, either:

- Contain and clean up the spilled material in accordance with local procedures and notify the University representative of the incident
- If you are unable to deal with the incident on site please contact campus security immediately on 01227 823333.

2.12 Asbestos

The University has a separate Guidance Note 'Working with Asbestos' which identifies procedures for the identification and removal of asbestos in line with the University's Asbestos Policy. Whilst the University takes steps to ensure that contractors will not encounter asbestos unexpectedly, it cannot be guaranteed. The Asbestos Register has been prepared from a Management Survey and subsequent audits and does not identify asbestos that may be hidden or could be uncovered during demolition or internal structural alterations. Where access has not been obtained it should be presumed that asbestos containing materials are present, until proved otherwise. All associated precautions should be adhered to.

Where contractors unexpectedly encounter material they suspect to be or to contain asbestos, work should be stopped immediately and the University representative informed.

2.13 Road safety

The University estate presents danger in respect of road safety and drivers are expected to exercise a high degree of care. The presence of large numbers of young people must be constantly borne in mind. Contractors should note that a Public Highway (Giles Lane) bisects the site. Parking on the University estate is subject to University regulations. Advice as to parking arrangements should be made with the University representative.

Contractors shall ensure that all construction site vehicles and plant are operated by trained and competent persons, and are adequately maintained and used in accordance with recommended guidance and safe working practices (also see 1.7).

2.14 Fire safety and emergency procedures

The integrity of fire alarm systems and escape routes must be maintained in any occupied building at all times. Escape routes must be kept free from obstructions and combustible materials.

When work involves the breaking through of fire compartments, the break through point should be suitably fire stopped immediately. If in doubt the University representative should be consulted prior to commencing work.

Smoking is strictly prohibited within University buildings and within five metres of their perimeter, except in designated areas adjoining licensed premises.

The use of flame, naked lights or the application of heat in activities such as welding and burning is prohibited unless the necessary Permit to Work has been issued by Maintenance, Technical Support or Projects teams. Highly flammable solvents, or materials containing highly flammable solvents, may only be used after seeking prior permission from the University representative.

Contractors must obey alarm signals whilst on the University estate and make themselves aware of local fire procedures. They must report to the Incident Co-ordinator (Campus Security, wearing red hi-viz vest) after the building has been evacuated following an emergency.

Contractors should be aware that University staff and students would regard accidental tripping of fire alarms by their work activities as a genuine emergency and the building will be evacuated immediately. The contractor should make every effort to ensure that such false alarms are not caused. The location of automatic detection devices and the work to be undertaken must be considered prior to starting work and the University representative advised if there is any likelihood of a false alarm being caused. Automatic detectors must not be covered at any time without written authorisation by the University representative, who will preferably arrange for the detectors to be isolated electronically rather than by covering and specify/agree arrangements to compensate for detectors temporarily out of service (fire watching). If covers are used they must be removed by the end of the agreed period and in any event before completion of the works and handover.

2.15 Emergency calls for fire and ambulance

If it is necessary to summon the Fire Brigade or Ambulance Service telephone Campus Security on 3333 from the nearest telephone.

Should your employee be in an area where there is no telephone then they may ring 999 direct via a mobile telephone and contact 01227 823333 as soon as possible after making the emergency call.

The contractor shall ensure that provision is made to comply with the First Aid Regulations.

2.16 Reporting of accidents and dangerous occurrences

Whilst contractors have responsibilities for recording and reporting injuries and dangerous occurrences to their employees, such incidences should also be reported immediately to the University representative and the University accident report form completed

2.17 Departmental rules

Special rules apply to access and to work carried out in some departments in relation to work in laboratories. These must be followed by all contractors' employees, and will be notified to the contractor by the University representative.

2.18 Safety and warning signs

Contractors must ensure that they prominently display the appropriate safety signs and notices in accordance with the relevant regulations. Contractors should note the importance of providing advanced warning signs to the users of the campus which should include contact information.

2.19 Hazardous/harmful substances and materials

Contractors shall ensure that any hazardous substances are used in accordance with the appropriate legislation and manufacturers recommendations and requirements.

The University representative will require a risk assessment and method statement to be prepared and reviewed prior to commencement of the work. Data sheets for hazardous or harmful substances and materials shall be kept on site.

2.20 Welfare facilities

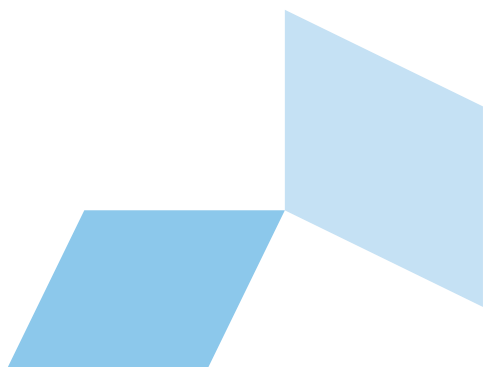
Contractors are responsible for providing all site welfare facilities as required by the relevant regulations. However, the University representative may allow in certain circumstances that the University's WC facilities and various restaurant and café facilities be used. Contractors may only use these facilities if suitably dressed and clean and where pre-approval has been granted.

2.21 Waste

Contractors are responsible for their own waste and must not use the University's facilities (waste compounds, wheelie bins, skips) except for minor personal items via local litter bins, eg food packaging.

Unless within a fenced compound operated by the contractor, all skips must be marked/signed according to the University's scheme.

Open skips and any other combustible waste (or materials) must be situated at least eight metres from any building. Closed, fire resisting skips may be sited closer to buildings but arrangements must be in place to ensure they remain locked and secure. Location, contact details, and waste transfer notes/hazardous waste consignment notes must be copied to csefmcoordinator@kent.ac.uk



Appendix I

Electronic contractor register signing in/out instructions (Canterbury campus)

If you require a paper parking permit and/or ID pass, you must sign in at Campus Security or at the Estates Customer Services reception.

Step 1

Go to the Estates website (kent.ac.uk/estates) and select the 'Contractor Sign IN/OUT' heading from the menu on the left.

Step 2

Tap on the 'Sign IN' button.



Step 3

Select the heading which meets your current situation:

I have a valid parking permit & ID

I have an ID pass and don't require a parking permit

I need a parking permit & ID

(You must be located in the Security/ Transport building in order to submit this form and to be issued with a free parking permit)

I need an ID pass

(You must be located in the Security/ Transport building in order to submit this form and to be issued with a free parking permit)

If this is the first time you have signed on-site electronically, you will need to set a unique 4x digit pin. You should enter your pin in the 'pin number' field and then complete steps 4 to 7 below. The next time you sign in, enter your pin and then select your name from the drop down list to enable faster sign-in.

Step 4

Complete the form fields within the 'Personal details' tab.

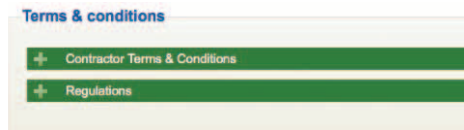
Step 5

Complete the 'Vehicle and visit details' tab.

Step 6

Read the 'Terms & Conditions' tab.

Expand the 'Terms, Conditions and Regulation' details by clicking on the headings.



Step 7

Tick the checkboxes to confirm you:

Personal details | Vehicle & Visit details | **Terms & conditions**

Terms & conditions

Contractor Terms & Conditions

By submitting this form as a contractor, you are agreeing to the following:

You accept responsibility for carrying out the work specified and no other work will be undertaken.	
You will wear your contractor ID pass at all times and will retain possession of any Permits to Work issued.	
Declare work will be completed and the work area will be left in a clean and tidy condition.	
Abide by the University's Traffic Regulations if using or parking a vehicle on campus. (A copy of these regulations can be provided on request)	
Vehicle permits are issued in accordance with these regulations.	
Failure to comply may result in a Parking Charge Notice being issued.	
Agree to return any Permits To Work issued and sign off campus before leaving site.	
Will ensure that you comply with the conditions outlined below	

Conditions

Contractor must comply with all relevant Health & Safety Law and Company Health and Safety Rules and provide copies of the Method Statement and Risk Assessment on request.	Faulty tools and equipment must not be brought onto site.
All persons under your control shall be competent to undertake their works safely.	Suitable personal protective equipment shall be worn when necessary and must be properly maintained
A Safe System of Work shall be agreed with your contact before any work commences and may not be changed without prior permission.	110V CTE electrical tools are preferred. If 240V tools are used, they must be double-insulated and RCD-protected. All extension leads must be properly terminated with the appropriate plugs/ sockets and be otherwise unjointed.
Contractors are responsible for making sure that all persons under their control know the premises and the location of the appropriate type of portable fire appliance nearest to their work area.	All portable and transportable electrical equipment, pressure systems and climbing safety equipment shall be within their current safety certification period.
The normal means of escape must not be obstructed without prior permission from your contact, who will make temporary alternative arrangements.	Contractors must check the University's Asbestos Register prior to commencement of any works.

Regulations

Tick the checkbox to confirm you have read and will abide by the terms and conditions and regulations stated above.

- Have read, received and understood the 'Commercial Services and Estates' Code of Safe Working Practice'
- Agree to abide by the 'Terms & Conditions' stated
- Will or will not be carrying out any works which require a 'Permit to work'.

Step 8

Submit the form

Once you have completed all required form information, click on 'Submit' to confirm your site attendance and to send the form to Campus Security and Transport teams. If at any stage you attempt to submit the form without completing all required fields, you will be presented with error messages.

Once you have submitted the form, a confirmation message will appear on the screen. This will include details of the next step(s).

If you entered an email address when you signed in, you will also receive a confirmation sign-in email.

Campus Security and the Transport Team will review your sign-in form before issuing you with a parking permit and/ or ID pass. (If one or both were requested).

IMPORTANT

You must sign on and off-site as soon as you arrive/leave EVERYDAY even if you have a valid ID and permit to park.

Paper permits and passed will last either one day or until the end of the current week.

You can sign on and off-site remotely using your smartphone (when connected to our 'Guest WIFI') or by using one of the machines in the following locations:

- Estates Customer Services reception
- Campus Security

Signing off-site

If you have no keys, equipment or permit to work forms to return, you can sign off-site remotely using your smartphone in one of two ways:

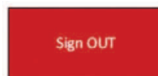
Option 1

If you entered your email address when you signed in, you can sign-out instantly by clicking on the 'sign-out' button you received within the confirmation sign-in email.

Option 2

Visit the Estates website (kent.ac.uk/estates) and select the 'Contractor Sign IN/OUT' heading from the menu on the left. Click on the 'sign OUT' button and follow the instructions on screen. **(You will be required to enter your pin when signing-out in this way).**

Alternatively, visit one of the locations mentioned above to use one of our machines. **(You will be required to enter your pin when signing-out in this way).**



Code of Safe Working Practices for Contractors

ACCEPTANCE FORM



Commercial Services
& Estates

This form must be completed and signed by every contractor prior to undertaking any construction, maintenance or other similar works on the University's estate.

The completed form should be sent to:

Estates Customer Services
University of Kent
Canterbury
Kent CT2 7NN

- I have received a copy of the University's Code of Safe Working Practices for Contractors undertaking work on the University estate.
- I have read the Code of Practice referred to above and understood the requirements and expectations of the University.
- I agree to comply with all current legislation governing construction works and associated activities and the specific rules and procedures detailed in the University's Code of Practice.
- I understand that any contravention/breach of relevant health and safety legislation and the specific rules and procedures detailed in the University's Code of Practice may lead to termination of the contract and removal from the University's approved list of contractors.

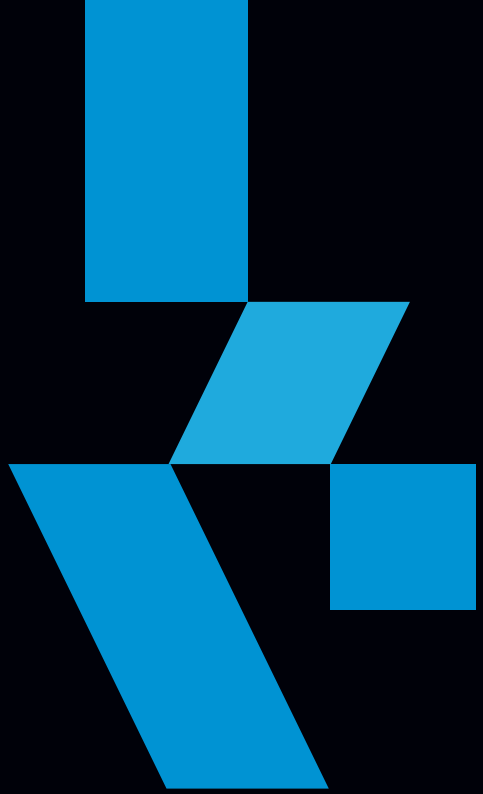
Signed: _____

Name: _____
(in BLOCK CAPITALS)

Designation: _____
(job title)

Company name: _____

Dated: _____



Commercial Services and Estates
University of Kent, Parkwood Road, Canterbury, Kent CT2 7NN
T: +44 (0) 1227 821666 kent.ac.uk/estates

University of
Kent