



CFT/EUI/REFS/2013/002

**CONTRACT FOR THE CLEANING SERVICES TENDER, INCLUDING THE SUPPLY OF
SANITARY PRODUCTS AND OVERSEEING ACTIVITIES, FOR THE WORKING
PREMISES AND UNIVERSITY RESIDENCES OF THE EUROPEAN UNIVERSITY
INSTITUTE AND THE HISTORICAL ARCHIVES OF THE EUROPEAN UNION**

**DRAFT OF COMBINED RISK & INTERFERENCE
ASSESSMENT REPORT (D.U.V.R.I.)**

ANNEX TO THE CONTRACT

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INTRODUCTION

This document contains an analysis of the possible risks of interference in the contracted services generated by the activities of the European University Institute and indicate measures to be taken to eliminate or minimise those risks.

The Contractor will be required to produce its own Plan of Operational Safety (POS) on the risks associated with the specific activities coordinated with this text.

The document will become definitive and will form the D.U.V.R.I. (Combined Risk and Interference Assessment Report), once integrated with the contents of the POS provided by the successful tenderer.

The definitive D.U.V.R.I. will be attached to the tender contract, of which it will constitute an integral component.

PURPOSE

The Combined Risk and Interference Assessment Report shall be drawn up by the contracting authority to promote:

- cooperation between employers, contractors and the Client, for the implementation of measures of prevention and protection against risk of workplace accidents pertaining to the work subject to the tender (Article 26.2A of Legislative Decree 81/2008);
- coordination between employers, contractors and Clients, in order to eliminate risks due to interference between activities contracted out to third parties and those present in the production facilities (Article 26.2B of Legislative Decree 81/2008);
- reciprocal information concerning such measures.

REFERENCES

CONTRACTING AUTHORITY	
Administrator/Secretary-general	Secretary general
Management service of the contract	Patrimony and Logistics Service
OHS Manager	Data to insert following the tender decision
Worker Safety Representative	Data to insert following the tender decision
TENDERING AGENCY*	
Employer	
Contact/Tender manager	
OHS Manager	
Worker Safety Representative	

*** Data to insert following the tender decision.**



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THE WORK PREMISES SUBJECT TO THE SERVICE:

The Institute carries out its activities in several buildings, mostly of high historical and artistic interest, situated within about a kilometre from its head office, which is located within the Badia Fiesolana (Fiesole Abbey). La Badia Fiesole, Villa Schifanoia and the Villa Salviati are state-owned properties, whilst the others are owned by religious communities or private individuals.

Overall, the Institute occupies an approximate area of 32,000 square meters where around 200 employees work, along with circa 800 research fellows engaged in study and research.

To be precise, the Institute is essentially a research entity and cannot be assimilated to a training institution. The researchers carrying out in-depth analysis on specific topics of expertise do not have time constraints concerning study or physical presence within the Institute and thus are not officially considered students.

The work premises covered by the tender contract are structures occupied by the administrative and academic services of the European University Institute, within which are mainly carried out office and academic activities through seminars, conferences, meetings, and the like.

Within La Badia Fiesole, Villa Schifanoia, Villa la Fonte and Villa San Paolo there are food service areas, including a café and spaces dedicated to meal consumption (from kitchen and self-service zones to dining rooms).

In certain locations, there are also rooms utilised for: book storage for the library and the collections of the Historical Archives of the European Union; static archives for documents in accounting and administration; leisure activities including a fitness facility and a small football field; support for the academic and administrative structures of the Institute including data centers, computer laboratories, a media centre, medical room and a nursery.

The cleaning service is also to extend to buildings used as residences for the Institute researchers.

The European University Institute has developed a risk assessment and emergency plan for each location in accordance with local regulations (Decree 81/08, and any subsequent amendments), documents which will be delivered to the awarded Contractor in the first co-ordination meeting.

The work premises of the Institute are equipped for emergencies and fires (including safety exits, passageways and safety signage) as well as having first aid kits containing all health and sanitary items required by current law.

For each location there is an emergency team duly trained to intervene in case of fire or other emergency. The lists of emergency teams will be provided to the awarded Contractor during the first co-ordination meeting.

The Institute enjoys extraterritoriality under the Protocol annexed to Convention L. 920/72 and to the headquarter agreements of the 1976 Presidential Decree 990/78 and the 1985 Law 505 of 27/10/1988.



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Institutional venues

- **Badia Fiesolana**, Via dei Roccettini, 9 - 50014 San Domenico di Fiesole (FI)
- **Villa Sanfelice**, Via dei Roccettini, 5 - 50014 San Domenico di Fiesole (FI)
- **Villa Sanfelice II**, Via dei Roccettini, 5 - 50014 San Domenico di Fiesole (FI)
- **Villa Pagliaiuola**, Via delle Palazzine, 17/19 - 50014 San Domenico di Fiesole (FI)
- **Villa Malafrasca**, Via Boccaccio, 151 - 50133 Firenze
- **Convent of San Domenico**, Via delle Fontanelle, 19 - 50014 San Domenico di Fiesole (FI)
- **Complex of Villa la Fonte – Dependence – Limonaia - Serra**, Via delle Fontanelle, 10 - 50014 San Domenico di Fiesole (FI)
- **Complex of Villa Schifanoia – Casale – Villino - Cappella**, Via Boccaccio, 121 - 50133 Firenze
- **Villa Raimondi**, Via Boccaccio, 111 - 50133 Firenze
- **Villa San Paolo**, Via della Piazzola, 43 - 50133 Firenze
- **Villa San Paolino**, Via della Piazzuola, 43 - 50133 Firenze
- **Villa il Poggiolo**, Piazza Edison, 11 – 50133 Firenze
- **Villa Salviati – Ipogeo** – (sede Archivi Storici), Via Bolognese, 156 – 50133 Firenze –
- **Villa Salviati – Manica** – (sede IUE), Via Bolognese, 156 – 50133 Firenze –

University residences

- **PDM Appartaments**, Via Faentina, 94/b - 50 Pian del Mugnone (FI)
- **PDB Appartaments**, Via Faentina, 384/a - 50133 Firenze (FI)

ACTIVITIES SUBJECT TO THE TENDER

The main activity of the tender consists in the execution of the daily and periodical cleaning services, including the supply of necessary sanitary products: cloth towels, toilet paper, toilet covers, liquid soap hand-wash, sanitising and deodorising products, overseeing of daily activities and of recycling in the university venues and residences of the European University Institute and the Historical Archives of the European Union.

For a description of times and modes of implementation, please refer to the documents of the tender, the letter of invitation and Annexed Special Tender Documents.

SPECIFIC RISKS ESISTANT IN THE WORK ENVIROMENT SUBJECT TO THE CONTRACT

In the specific areas of work in which the Contractor is called upon to operate in, activities of office work and research are carried out, characterised by the use of data terminals and other electrical and electronic equipment support that do not involve risks of interference with the contracted activities.



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For the most part, the areas are comprised of work premises or other similar areas, consultation rooms, conference rooms, etcetera, fitted out with the same type of materials. Conditions regarding lighting, micro-climate and air exchange of the premises are normally suited to the intended equipment usage.

Cleaning activities subject to this document involve marginal interference with the activities of the Client and as such, are to be effectuated at times other than those in which work is normally carried out by administrative and academic staff of the Client and in the absence of external users.

PRINCIPAL MEASURES TO BE ADOPTED TO ELIMINATE / MINIMISE RISKS OF INTERFERENCE

Following is a list of the principle measures to be adopted in order to eliminate and, where this is not possible, to minimise interference risks owing to intervention in the university work premises and residences of the European University Institute and the Historical Archives of the European Union specified in the above point 4.

.1 ESCAPE ROUTES AND SECURITY EXITS

Workers of the entrusted Contractor who intervene in the work premises and residences of the Client must have an overview of the locations and emergency provisions therein in order to take cognisance of escape routes, safe places and exits, the location of alarm systems and means of switching them off, of how to act in cases of emergency and who is responsible to intervene in case of fire.

The corridors and exit routes must be constantly kept clear of work materials and instruments, even if deposited temporarily, in conditions which ensure easy viability in case of emergency.

.2 REDUCTION OF RISK OF FIRE OCCURANCE

In carrying their responsibilities, the awarded Contractor shall not utilise flammable chemical products, except in cases where deemed necessary and with the express consent of the Client. Products must be stored in quantities strictly necessary for the carrying out of required activities and kept in locations which are accessible to the Client.

Combustible or hazardous waste in case of fire must be promptly disposed of and their temporary depository will have to have place outside escape routes (corridors, stairs, lobbies) and in areas where they may not come into contact with ignition sources.



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.3 ARCHITECTURAL BARRIERS / PRESENCE OF OBSTACLES

Execution of the service should not create barriers or obstacles to the accessing of the locations not subject to the carrying out of activities.

In case in which, during the execution of service, it becomes necessary to temporarily occupy a path, workers must provide adequate signage for an alternative and safe route for users.

Instruments and materials used should be placed in such a way so as not to cause hindrance.

Any eventual depositing of equipment should not occur in entrances, walkways, escape routes, and must provide for the immediate collection and removal at the end of the activities connected to the service performed.

The carrying out of any activity that could pose a danger to staff and guests present inside the work premises must be appropriately marked and, if necessary, the area in operation should be clearly defined.

.4 ACCESS OF VEHICLES

The Contractor must coordinate in advance with the Client the means of access and internal pathways to be utilised.

The vehicles of the Contractor will be provided access to the courtyard of the work locations and to reserved stopping areas only after authorisation, and will be required to effectuate any vehicular movements at speeds that will not result in placing persons or other vehicles at risk.

If the operator were to have visibility problems, a second operator will be required to provide assistance. Vehicles should be parked in a means that minimises any blocking of transit routes.

.5 MOVEMENT OF MATERIALS AND PRODUCTS

Prior to any operations of loading/unloading, it must be ensured that the engine is not running and the handbrake is on.

If it proves necessary to temporarily store loads externally, workers must ensure to place them on a flat surface, verifying them to be stable and secure in so as no overturning, sliding or rolling occurs.

Materials/equipment are not to impede passageways and emergency exits, nor the pathways that lead to these.

Reporting of any temporary depositing of materials must be made via mobile signage.

.6 USE OF CHEMICAL DETERGENT PRODUCTS &/OR SUBSTANCES

All chemical products used must be eco-friendly and compliant to the rules of the law (labelling, biodegradability, dosages, danger warnings, instructions for use, etcetera).



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Any use of products and/or chemical detergent substances by the company awarded the contract must be in accordance with specific operating procedures indicated on the "Safety Data Sheets" (in accordance with M.D. 04.04.97) and Technical Data Sheets (forms which will be attached to the tender documentation).

Operations calling for products and/or chemical substances requiring special prevention measures will be programmed in such a way as not to expose workers to the dangers indicated in the safety data sheets.

It is forbidden to mix products or store them in containers not properly labelled.

The employees of the Contractor must conserve products and chemical substances exclusively within premises provided by the Client to: reduce inventory kept to a quantity solely necessary for the normal conducting of activities; oversee product and substances recognisability and their hazardous characteristics; monitor the implementation of protective measures to prevent accidents related to the use of products and chemical substances; in no way leave products and/or chemical substances nor their containers unattended, even if empty; intervene immediately in case of accidental spillage; and, avoid use which is excessive in relation to need.

Provision of necessary information must be effectuated in order to avoid inconvenience to people with asthma or allergies who may be present, even in the days following the use of these substances.

.7 WET SURFACES IN THE WORKPLACE

In the carrying out of duties, the Contractor must perform floor cleaning during the hours agreed upon with the Administration, and should be done by section. Until floors are completely dry, staff will place hazard signage with the words "wet floor" ("pavimento bagnato").

The washing of the floors is to be performed using methods that avoid as much as possible the possibility of people slipping over. The Contractor also undertakes to apply all methods and to use products that minimise the possibility of slippage on the floor.

In order to avoid slipping hazards, the Contractor must undertake to promptly remove any traces of slippery products.

.8 USE OF ELECTRICAL EQUIPMENT

The Contractor must guarantee maintenance of any equipment and implement all checks required by current law.

In using any equipment, workers of the Contractor are required to take all precautions related to the use of electrical devices and systems, whilst following specific manufacturer instructions.

The use of outlets and portable power cables, wherever necessary, must occur without constituting risk of contact with live wires or becoming a tripping hazard for any workers present.

Any eventual electrical malfunctions that may increase the risk of fire must be promptly communicated to the Client for appropriate action.



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.9 THE CONDUCTING OF CONTRACTED ACTIVITIES

All activities that may pose a risk to workers should be conducted in full compliance with current regulation.

.10 WASTE DISPOSAL

The Contractor is obliged to dispose of all waste generated within the various work sites, including that generated from restaurants and cafés, according to the regulations in force.

.11 EMERGENCY MANAGEMENT

The Contractor must establish its own emergency management structure in order to be able to manage any eventual emergencies in a manner which is well coordinated with that of the Client.

Particular of utmost importance is the exchange of information between the Contractor and the Client, in order to take due account, within emergency management procedures provided, of the performance of the cleaning service and the requirements of workers carrying it out.

The Contractor has the obligation to notify in advance and coordinate with the personnel responsible for the contract, any operations extraordinary and must particularly provide the number and names of workers involved, the building of reference, the type of work performed and the zones of interest.

Before commencing activities the Contractor who each worker of shall work within the premises must undertake a site inspection and clearly identify all emergency exits, escape routes and fire fighting equipment.

During an emergency, workers of the Contractor shall comply with provisions set forth by those in charge of emergency management present in the workplace.

Escape routes and corridors are not to be cluttered, but rather always kept clear in order to ensure an easy flow of people in case of evacuation.

Fire fighting and emergency signs are not to be moved or concealed . Rather, they must always be easily accessible and visible.

.12 INFORMATION FOR WORKERS

In the case whereby the presence of activities being carried out by the Client determines an interference in the undertakings of the Contractor, official representatives must be informed so as to to define together appropriate procedures to ensure secure performance of service.

These procedures must respect all staff of both parties, all of whom will be supplied with adequate information relevant to the personnel at hand.



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SECURITY EXPENSES

During the risk evaluation pertaining to the contract in question, no additional costs were detected as arising from the activities of the Client, nor from the characteristics of the locations of the service, as compared to the normal costs for security contained in the contract of service.

SUSPENSION OF SERVICE

In the event of non-compliance with rules on safety or in case of imminent danger to workers, the Client may order the suspension of service for cleaning, and allowing for recommencement only once compliance with current regulations has been assured and conditions of safety and hygiene at work have been restored.

For suspensions due to the occurrence of the aforementioned risks, the Client will not provide payment nor any compensation to the awarded Contractor.

CONCLUSIONS

In conclusion, between the activities of the Client and the Contractor, in respect of organisational measures specified in the D.U.V.R.I. and taking all necessary precautions, an agreement on scheduling and means for working with the locations concerned, there are no risks of interference so as to require any special security measures additional to the organisational and procedural measures outlined above.

EVENTUAL INTEGRATION AND OBSERVATIONS OF THE SUCCESSFUL CANDIDATE

This document will be subject to revision upon the request of either parties and whenever one of the following conditions occurs:

- Organisational and/or procedural modifications;
- Changes within the workplace subject to the service;
- Introduction of new technology;
- Introduction of new machinery or equipment.

The D.U.V.R.I. will also be integrated by the Plan of Operational Safety (POS) produced by the successful tenderer together with the minutes of the meeting for reciprocal information and coordination with regards to safety and environment, which will be held between the Client and the Contractor prior to the commencement of activities.

Of note is the importance of continuing such a collaboration throughout the execution of the contract so as to render effective the implementation of protection and risk prevention measures which may be necessary in relation to the situations confronted.



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STATE OF THE DOCUMENT

REV.	DATE	PAG.	MOTIVE
00	03.04.2013	11	Document emission
01	-	-	Document revision

Date: _____

CLIENT

DIRECTOR

S.P.P. MANAGER

CONTRACTOR/SUPPLIER

ADMINISTRATOR

S.P.P. MANAGER

CONTRACT MANAGER
