



Department of Campus Infrastructure

Code of Safe Working Practices for Contractors

Version 12 - 00

July 2026




Name of Procedure:	Code of Safe Working Practices for Contractors V12-00 engaged by the University of Bath.
Purpose of Procedure:	Sets out a Code of Safe Working Practices for Contractors engaged by the University of Bath to ensure compliance with Health and Safety Legislation.
Procedure Applies to:	All University staff, students, contractors, and members of the public.
Responsible for its Updating:	Ben Spicer, Head of Engineering Services Karen Hunter, Secretary
Final Approval by:	Dev Biddlecombe, Director of Campus Infrastructure
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Relevant Legislation:	Health and Safety at Work Act 1974 Management of Health and Safety at Work Regulations 1999 Construction Design and Management Regulations 2015.

Associated University / Department Documents:	Contractors' Induction

Document History

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10 - 1	17.01.18	Addition of Waste Management and Environmental Awareness information. Revisions of Contractors Welfare	Jeni Stevenson
11 - 00	01.01.2025	Final document of current version issued	KH
11 - 01	06.05.2025	Page 8 – Insurance Liabilities – Contractors Public Liability (Third Party) Insurance reduced from a minimum of £10M to £5M, unless otherwise agreed by the University in writing.	KH
11 - 02	12.11.2025	Page 23 – Disciplinary Procedure revised. Section amended to reflect changes.	KH
12 - 00	09.06.2026	Final document issued	KH

Position title	Name	Signature	Date
Director of Campus Infrastructure	Dev Biddlecombe		

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Statement of Intent

It is the policy of the University of Bath to ensure, so far as is reasonably practicable, the highest standards of health, safety, and welfare for all employees, students, visitors, members of the public, and contractors engaged to work on its behalf.

This Code of Safe Working Practices for Contractors (CoSWP) has been developed to assist both contractors and the University in meeting their statutory duties under the Health and Safety at Work Act 1974 and all associated legislation, including the Management of Health and Safety at Work Regulations 1999 and the Construction (Design and Management) Regulations 2015.

The objectives of this Code are to:

- Reduce the risk of injury, ill health, and incidents, and to ensure that standards of health and safety required by legislation, approved guidance, and industry best practice are consistently achieved.
- Raise awareness of contractors' responsibilities to work in compliance with current health and safety legislation and to cooperate fully with the University of Bath on all matters relating to health, safety, and welfare.
- Ensure that contractors always maintain effective on-site health and safety management arrangements.

Contractors engaged by the University of Bath are expected to apply the same standards and requirements to their employees, sub-contractors, suppliers, and any other persons who may be affected by their activities while undertaking work on property owned, occupied, or managed by the University of Bath.

Contractors shall also give due consideration to the safety and welfare of neighbouring properties, the wider public, and all persons who may be affected by their operations.

It is the responsibility of the contractor to ensure that all employees and sub-contractors working within the University estate are familiar with and comply with the requirements of this Code of Safe Working Practices, together with any local rules, procedures, or safety requirements applicable to the departments or areas in which they are working.

The Department of Campus Infrastructure at the University of Bath is committed to promoting and continually improving health and safety standards throughout its activities and supply chain. All contractors, employees, and sub-contractors engaged by the University are expected to actively support and contribute to this objective.

Signed:



Dev Biddlecombe
Director of Campus Infrastructure

Introduction to the University

The University of Bath, in its current form, was established in 1964 and admitted its first students in the following year. The main campus is located on Claverton Down and is characterised by a compact layout, with the principal teaching facilities arranged around a central 'Parade'. In addition to the main campus, the University owns and leases buildings within the centre of Bath and across the Southwest.

The main campus operates as a unique environment on a continuous basis, functioning 24 hours per day, seven days per week, throughout the year. As of 1 December 2024, the University population comprises approximately 21,500 students and over 3,700 staff. Facilities include residential accommodation, teaching and learning spaces, libraries, lecture theatres, restaurants, cafés, bars, retail outlets, specialised research facilities, and sports amenities.

In recent years, the University of Bath has consistently ranked within the top ten universities in the United Kingdom. This position is a source of pride for both staff and students, and it remains essential to maintain this standing despite the challenges facing the higher education sector.

Purpose of the Code of Safety Working Practice

This Code of Safe Working Practice (CoSWP) applies to all work undertaken by contractors, their employees, and sub-contractors, regardless of the method of appointment, on any property owned, leased, or otherwise occupied by the University. The CoSWP is intended to support contractors and their personnel in working safely within the University environment and to prevent accidents and injuries to themselves, as well as to University staff, students, visitors, and other persons.

It is important to note the following:

- The University environment is characterised by a high volume of both pedestrian and vehicular movement, and at any given time there may be multiple construction projects in progress.
- The University's academic faculties undertake long-term research projects that may be adversely affected by unplanned interruptions. Intellectual work is often difficult to replicate; therefore, it is essential that any potential disruption is carefully planned and effectively communicated.
- Many students may be living away from home for the first time and may not fully appreciate the risks associated with construction activities.
- The University accommodates a significant number of international students from diverse cultural backgrounds, many of whom may not have English as a first language.
- During the summer period, the University hosts foreign language schools, including children as young as 12 years old, who may not fully understand safety signage.
- Contractors are required to maintain a secure and safe working environment, particularly where high-risk structures such as tower cranes and scaffolding are present. These considerations, along with all other relevant risks, must be clearly reflected in contractors' risk assessments and method statements.
- The University hosts Open Days during which visitor numbers may increase significantly, typically up to 10,000 individuals. These dates will be communicated by the Campus Infrastructure contact. Contractors must not be present or undertake work on site during these periods unless prior written approval has been obtained from the Director of Campus Infrastructure.
- The University is located adjacent to an Area of Outstanding Natural Beauty and is subject to a blanket Tree Preservation Order covering all grounds. In addition, protected species, including bats, are present on site. Any work that may impact the local environment must be discussed and approved in advance with the Campus Infrastructure contact.
- The north and south access roads form designated fire and emergency routes and must be always kept clear of parked vehicles. Further information regarding the delivery of materials is provided see below.

Compliance with the Code of Safe Working Practice (CoSWP) does not relieve contractors of their legal or contractual obligations. All legislative references were correct at the time of issue.

Contractors and their sub-contractors, in complying with this CoSWP, were not entitled to request additional expenditure. Failure to comply with the requirements of this CoSWP could prejudice contractors in the award of future work by the

University. In certain circumstances, failure to adhere to this policy could result in contractors being instructed to leave the site immediately.

Insurance Liabilities – Contractors

Contractors are required to ensure that appropriate insurance cover is in place, as outlined below:

- Public Liability (Third Party) Insurance (PLI) with a minimum level of cover of £5 million, unless otherwise agreed in writing by the University.
- Contract Works or Contractors' All Risks Insurance for the full value of the contract works, which must include an indemnity to the University.
- Employers' Liability Insurance (ELI), as required.

The University of Bath reserves the right to request details of such insurance policies, including copies of certification, levels of cover, and the period of validity.

Contractors are required to provide evidence that they hold adequate insurance to cover any damages or compensation claims arising from injury to persons or damage to property resulting from their activities.

Legal Requirements – Client (University of Bath)

The University shall:

- Provide a Code of Safe Working Practice (CoSWP) which sets out its general policies and procedures in relation to contractors.
- Distribute the CoSWP to all contractors working on University premises and the wider estate, and obtain signed confirmation that it has been received, understood, and will be complied with.
- Ensure that appointed contractors are competent to undertake the work safely.
- Ensure that staff, students, and visitors are not exposed to risks to their health and safety during building or maintenance activities.
- Ensure that appropriate measures to protect staff, students, and visitors are incorporated into the planning and costing of works.
- Cooperate and coordinate contractual activities to ensure compliance with all statutory requirements.
- Provide contractors with sufficient information regarding risks associated with the campus environment and the precautions required by the University.
- Ensure that contractors are aware of the University's emergency evacuation and invacuation procedures.
- Ensure that contractors identify specific risks associated with the works and define the control measures to be implemented.
- Monitor contractor activities to ensure that control measures and safeguards remain effective.

Legal Requirements - Contractor

- Contractors and their sub-contractors are required to comply with the provisions of the Code of Safe Working Practice (CoSWP) as a condition of contract acceptance.
- Contractors are required to take all necessary steps to identify the health and safety requirements applicable to their contract and to incorporate any associated costs prior to submitting a quotation or tender or accepting an order under any other terms.
- The University reserves the right to treat any failure by a contractor or their sub-contractor to comply with the CoSWP as a breach of contract. In such circumstances, the University may suspend the works until satisfactory safety conditions have been established.
- Contractors are required to provide Risk Assessments and Method Statements (RAMS) that are suitable and sufficient for the works being undertaken, and to ensure that these are reviewed and approved prior to the commencement of any activities.

Commencement of Work – Provision of Safety Information

No work shall commence until the Contractor's Acknowledgement Form, located at the end of the Code of Safe Working Practice (CoSWP), has been completed and returned to the Campus Infrastructure contact.

The CoSWP, together with the completed Contractor's Acknowledgement Form, shall apply to all works undertaken by the contractor for a period of 12 months. Upon expiry of this period, the contractor shall be required to re-sign the acknowledgement for a further 12-month term.

In addition, no work shall commence until the contractor, their employees, and any sub-contractors have completed the Departmental contractor induction or have reported to the relevant Campus Infrastructure contact. Contractors are also required to report back to the Campus Infrastructure contact upon completion of any works. This requirement shall apply to each individual project or maintenance request undertaken.

Prior to the commencement of any works, the contractor shall provide the Campus Infrastructure contact with detailed and specific written risk assessments and method statements (RAMS), outlining how identified hazards will be controlled.

Any member of the University shall have the authority to suspend all or part of the works in the event of non-compliance by the contractor with legal duties relating to health, safety, and welfare, provided it is safe to do so. The contractor shall not resume work until the Director of Campus Infrastructure, or their nominee, is satisfied that the non-compliance has been rectified. The contractor shall be responsible for all costs associated with the suspension and subsequent resumption of the works.

Competence

All contractors' management and supervisory staff engaged by the University shall be required to demonstrate competence in both relevant management skills and health and safety practices.

The monitoring of health and safety shall remain the responsibility of the contractor; however, formal inspections and/or audits shall be undertaken at intervals appropriate to the nature of the works.

These inspections may include assessment of site compound setup, signage, housekeeping, standards of dress, behaviour, and Health and Safety Executive (HSE) notices. The following documentation shall be made available on site for inspection:

- Copies of public liability and employer's liability insurance. (PLI and ELI)
- A current health and safety policy.
- Risk assessments.
- Method statements.
- Young persons' risk assessments, where applicable.
- Test certificates for plant and machinery.
- Qualifications and/or other evidence of employee competence.
- Vehicle MOT certificates, insurance documentation, and relevant driving licences.
- Permits to work.

Contractors shall also provide evidence that their employees and sub-contractors have completed asbestos awareness training, where applicable.

All electricians shall be required to complete the University's electrical induction, including inspection of electrical safety equipment, in addition to the general contractor induction. This induction shall be renewed every two years.

The Construction (Design and Management) Regulations 2015 and the Management of Health and Safety at Work Regulations 1999 place a duty on the University to appoint competent persons. Accordingly, all new contractor operatives shall complete a contractor induction via the University's SkyVisitor Contractor Management System prior to commencing work. Contractors who undertake work regularly on behalf of the University shall be required to complete a refresher induction every 12 months.

Contractors shall not sub-let work to other contractors without first ensuring the competence of the sub-contractor and providing the University with appropriate evidence of that competence.

Risk Assessments and Methods Statements

Prior to commencing work for the University, contractors shall be required to provide Risk Assessments and Method Statements (RAMS) to their Campus Infrastructure contact. All RAMS shall be:

- **Safe** – all risks shall be identified, with appropriate control measures in place to address all known hazards associated with the task.
- **Suitable** – the task and method shall be clearly defined and sufficiently detailed, and all relevant parties shall be briefed accordingly.
- **Specific** – the date, location, and all persons involved or affected shall be clearly identified.

RAMS shall be subject to regular review and shall be updated as required throughout the duration of the project. They must remain available for inspection at any time.

Contractors who deliberately fail to comply with University of Bath procedures, or who do not adhere to agreed control measures, shall be deemed to be acting in breach of their duty of care and their statutory health and safety responsibilities. In such circumstances, their details may be removed from any approved contractor list for future works.

Note: The University does not approve contractor RAMS. Responsibility for the suitability, adequacy, and implementation of RAMS always remains with the contractor.

SkyVisitor – Contractors Management System

SkyVisitor is the Department of Campus Infrastructure's Contractor Management System and applies to all contractors who do not operate from their own site compound and who fall under the control of Campus Infrastructure or other University departments.

A contractor's Campus Infrastructure contact (or other relevant departmental contact) shall arrange for the contractor's inclusion on the SkyVisitor Contractor Management System. Contractors shall be required to provide evidence of current Public Liability Insurance (PLI) and Employers' Liability Insurance (ELI), a current Health and Safety Policy, job-specific Risk Assessments and Method Statements (RAMS), valid UKATA Asbestos Awareness certificates for all employees working on site, and a signed acknowledgement form for this CoSWP.

All contractors undertaking work for Campus Infrastructure, or any other University department, must sign in using one of the automated kiosks located in the Campus Infrastructure Office, the Library, and the Green Park House reception areas. Upon sign-in, contractors will be issued with an identification badge.

As part of the initial booking process, contractor employees shall be required to complete the Campus Infrastructure induction. Contractors will not be permitted to sign in until this induction has been completed. Those undertaking electrical work shall also be required to complete an additional electrical induction, where applicable. This requirement shall be confirmed by the relevant Campus Infrastructure contact.

Create an account to view Asbestos Register

Prior to commencing any work on University buildings, contractors shall be required to consult the asbestos register. When planning works, the contractor's Campus Infrastructure contact shall create an account in MiCAD, which will provide the contractor with access to the asbestos register.

Once the account has been established, contractors shall be able to access the register remotely, providing a key resource in the preparation of job-specific Risk Assessments and Method Statements (RAMS).

Permits to Work

A Permit to Work (PTW) is a formal management system used to control high-risk activities. It ensures that risks are properly assessed and that appropriate control measures are implemented to minimise those risks.

Permits to Work are generally required for maintenance or construction activities undertaken by external contractors or University staff, unless a suitable risk assessment determines that a permit is not necessary.

Examples of activities requiring a Permit to Work include:

- Working at height (e.g., on roofs or similar structures).
- Working in confined spaces, such as ducts or chambers.
- Hot work activities, including welding, soldering, grinding, or cutting using naked flame techniques.
- Isolation, impairment, or modification of fire safety systems, including fire alarms and suppression systems.
- Electrical works, other than final circuit isolations, which shall only be undertaken by Campus Infrastructure-approved persons.
- Excavation works, including trenching, ground penetration, coring, or staking.
- Breaking into, opening, or modifying any pressurised system.

Roof Access Permit

Working at height and roof access permits shall be subject to prevailing weather conditions and may be restricted, suspended, or cancelled in the event of icy conditions, snowfall, or wind speeds exceeding 23 miles per hour (12.5 m/s).

All work involving access to any roof under the control of the Department of Campus Infrastructure, whether on or off campus, shall be subject to the issue of a Roof Access Permit by an authorised person acting on behalf of the Director of Campus Infrastructure.

Prior to the issue of a Roof Access Permit, contractors shall submit suitable and sufficient Risk Assessments and Method Statements (RAMS). These documents must include an appropriate emergency and rescue plan and shall be submitted no less than 72 hours prior to the commencement of the works.

The issue of Roof Access Permits for minor maintenance works or related activities undertaken by external contractors shall be the responsibility of the relevant Campus Infrastructure representative who has requested and specified the work.

Hot Work Permits

All work involving the use of equipment which, during normal operation, produces heat, sparks, or naked flames shall be subject to the issue of a Hot Work Permit by the contractor's Campus Infrastructure representative, acting on behalf of the Director of Campus Infrastructure.

Hot work activities include, but are not limited to, welding, soldering, brazing, grinding, flame cutting, and any other process capable of generating sufficient heat or sparks to create a fire risk.

The issue of Hot Work Permits for minor maintenance works or other related activities undertaken by external contractors shall be the responsibility of the relevant Campus Infrastructure representative requesting and specifying the work.

Confined Space Permit

A Confined Space Permit may not be required where the assessed risks are low, can be adequately controlled by other means, or where the work activities being undertaken will not adversely affect safe working within the confined space.

However, the use of a permit-to-work system is considered appropriate to ensure that all persons working within a confined space are aware of the associated hazards, as well as the identity, nature, and extent of the work to be carried out. The permit system also provides formal confirmation that a suitable safe system of work has been established and implemented.

The issue of Confined Space Permits for minor maintenance works or other related activities undertaken by external contractors shall be the responsibility of the relevant Campus Infrastructure representative requesting and specifying the work, subject to receipt and review of the contractor's Risk Assessments and Method Statements (RAMS).

Electrical Permits

Any connection, modification, or work involving complex electrical circuits, main or sub-main low-voltage (LV) switchboards, external electrical cables, standby generators, or any electrical system where deemed necessary by the Low Voltage Authorised Person (LVAP), shall be subject to the issue of an Electrical Permit to Work by an authorised person acting on behalf of the Director of Campus Infrastructure.

Prior to the issue of an Electrical Permit, suitable and sufficient Risk Assessments and Method Statements (RAMS) must be submitted and approved.

The following electrical permit systems are in operation within the University of Bath campus:

- Limitation of Access for High Voltage (HV) Systems.
- Safety Programmes for High Voltage (HV) Systems.
- Permit to Work for High Voltage (HV) Systems.
- Limitation of Access Certification for Low Voltage (LV) Systems.
- Safe to Work Permit for Low Voltage (LV) Systems Made Dead.
- Safety Programmes for Low Voltage (LV) Systems.

Issue of Electrical Permit

Electrical Work Permits are required for any work involving the installation, connection, modification, isolation, testing, maintenance, or use of electrical equipment by persons carrying out work on the University campus.

The issue of Electrical Permits for minor maintenance works or other related activities undertaken by external contractors shall be the responsibility of the relevant Low Voltage Authorised Person (LVAP) requesting and specifying the work.

Issue of Excavation and / or Penetration Permits

the University campus, an Excavation Permit must be obtained from the relevant Campus Infrastructure representative responsible for commissioning the works.

All excavation works shall be carried out in accordance with HSE Guidance Note HSG47 – *Avoiding Danger from Underground Services*.

The Department of Campus Infrastructure maintains extensive records of existing underground services, and these records must be reviewed prior to the commencement of any excavation activity.

The location of existing underground services shall be identified before excavation begins, and all known pipe and cable routes shall be clearly marked on site.

Operators using cable avoidance tools (CAT) and associated location equipment must be suitably trained and authorised to undertake such work.

Contractors are advised that, due to the size and age of the University campus, the University's buried services plans are indicative only. Consequently, the proposed work area must be scanned using appropriate CAT detection equipment prior to any excavation or ground penetration works taking place.

Permit to Isolate Active Fire Alarm Equipment

Where active fire alarm equipment is required to be isolated, or smoke and/or heat detectors require temporary covering to prevent accidental activation, a Permit to Isolate must be raised and issued by the University's Electrical Engineers or the Clerk of Works (Electrical).

The authorised persons identified above shall arrange for the isolation of the active fire alarm equipment.

Contractors must not attempt to isolate active fire alarm equipment, including the covering of smoke or heat detectors, unless a valid permit is in place.

Where smoke or heat detectors have been temporarily covered, all covers must be removed at the end of each working day to ensure the fire detection system is fully operational.

Any isolation of active fire alarm equipment required outside normal working hours must be authorised in writing by the Electrical Services Manager.

Asbestos

Prior to commencing any work where there is a likelihood that asbestos-containing materials (ACMs) may be disturbed, contractors must obtain written information relating to the relevant work area from the University Asbestos Register and review the asbestos management arrangements applicable to that area. This information may be obtained either through the relevant Campus Infrastructure representative or through direct access to the asbestos database.

The live Asbestos Register database is available via the computer located within the reception area of the main Department of Campus Infrastructure building.

Contractors are responsible for identifying the presence of asbestos within their work area and determining whether asbestos-related hazards may affect their ability to undertake the works safely. Where any asbestos-related concerns are identified, the contractor must immediately notify the relevant Campus Infrastructure representative.

Printed copies of the Asbestos Register may be requested from the relevant Campus Infrastructure representative. Contractors may also print relevant drawings and register information using the facilities provided. Requests for larger format drawings shall be made through the Campus Infrastructure representative.

Out-of-Hours and Emergency Call-Out Procedures

Contractors attending site outside normal working hours, including emergency call-outs, shall:

- Report to Security on Level 2 of the Library and advise them of the nature and location of the works.
- Obtain any keys required for access.
- Request access to the Asbestos Register and review all relevant asbestos information prior to commencing work.
- Sign the Asbestos Register Log located within Security.

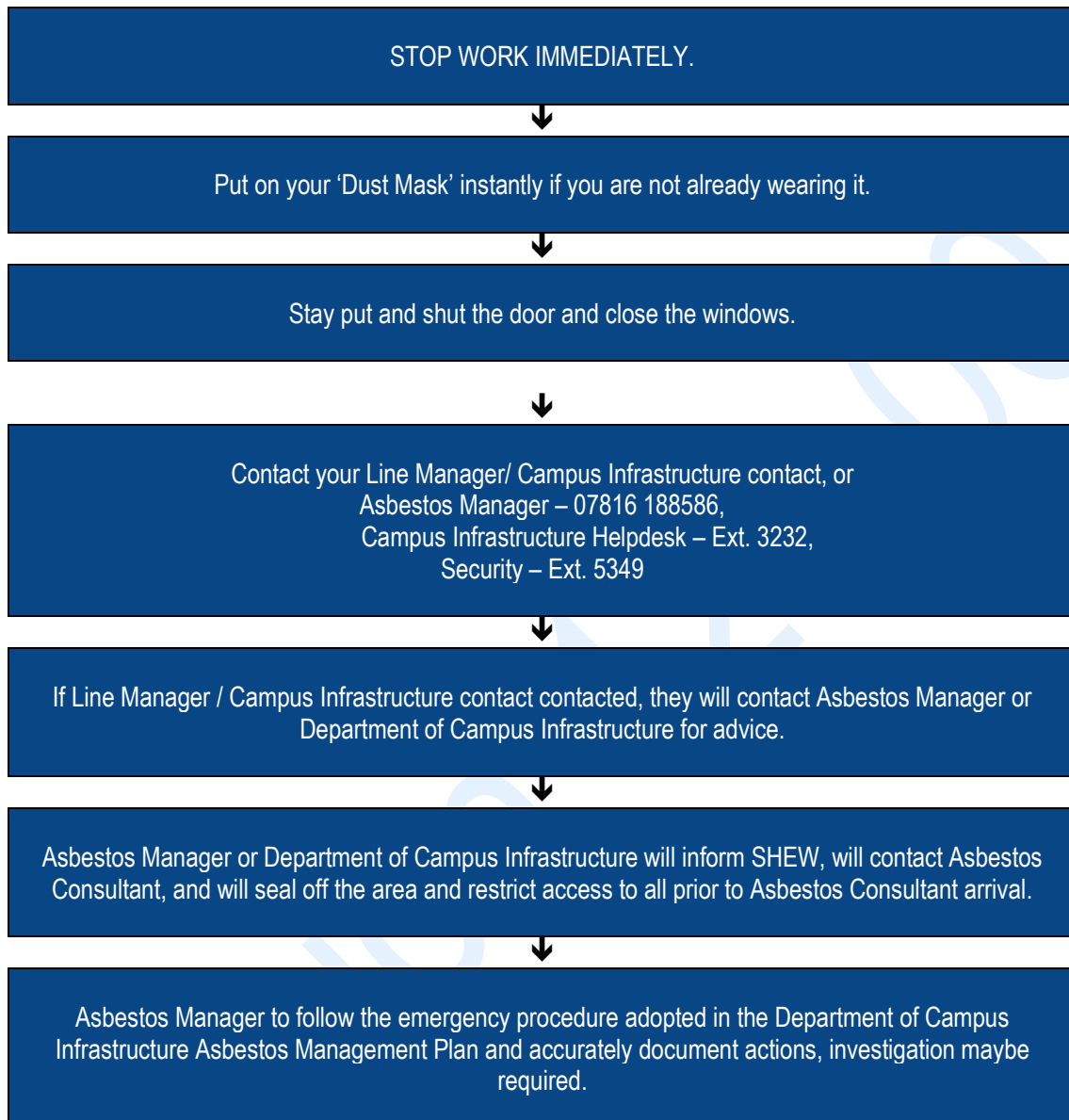
It remains the sole responsibility of the appointed contractor to ensure that all employees and sub-contractors are made aware of the Asbestos Register and comply fully with the University's asbestos management procedures and requirements.

Where there is any uncertainty regarding the presence of asbestos, or the level of asbestos-related risk, whether actual or suspected, all works shall cease immediately until further assessment has been undertaken.

In the event of accidental damage to, or disturbance of, any material suspected to contain asbestos, work must stop immediately and the relevant Campus Infrastructure representative must be informed without delay.

Emergency Procedure for Suspected Asbestos Disturbance

The following actions shall be taken immediately where materials suspected of containing asbestos have been disturbed or damaged:



Any contractor who believes they may have been exposed to asbestos shall report the matter immediately to the relevant Campus Infrastructure representative.

All asbestos-related works shall only be undertaken under the control and direction of the University of Bath and its approved asbestos contractors and/or consultants.

Full details of the University's asbestos management arrangements and procedures are contained within the [Asbestos Management Plan](#).

Ceiling Voids

The University recognises that certain ceiling voids within specified buildings may contain hazards including, but not limited to:

- Live electrical services and cables.
- Unidentified debris.
- Asbestos-containing materials.
- Sharp edges.
- Dust and airborne irritants.

Contractors shall contact their Campus Infrastructure representative prior to commencing work to establish the hazards present within any ceiling void or concealed service area.

Emergencies

During the contractor induction provided by the Department of Campus Infrastructure, the general campus emergency procedures will be explained. The relevant Campus Infrastructure representative will also brief contractors on the emergency arrangements specific to the work area and contract activities, including:

- Fire escape routes.
- The location and types of fire extinguishers.
- Designated fire assembly points.

Contractors shall provide the following information to their Campus Infrastructure representative prior to commencing works:

- The name of the appointed first aider.
- Confirmation that personnel have received appropriate training in the use of any fire extinguishers they may be required to operate.
- An emergency contact name and telephone number for the contractor's head office or management representative.
- Details of the contractor's emergency response procedures.

General Fire Precautions

If a contractor discovers or suspects a fire, they must immediately raise the alarm by activating the nearest fire alarm call point and then contact Security by dialling 666.

Where appropriately trained and it is safe to do so, contractors may attempt to extinguish a small fire using suitable firefighting equipment.

On hearing the fire alarm, or after activating a fire alarm call point, contractors must evacuate the building immediately using the nearest safe exit and proceed to the designated assembly point for that building. Information identifying the assembly point location is displayed adjacent to the fire alarm call points.

All University staff shall be made aware of any contractor-specific controls or restrictions relevant to the area of work. Where a fire alarm has been activated because of contractor activities, including but not limited to sparks, fumes, dust, or accidental damage to alarm system components, contractors must still evacuate the building in accordance with emergency procedures.

Following any evacuation or emergency incident, contractors must not re-enter the building until authorised to do so by the appropriate University representative or emergency services personnel.

Before Commencing Work

Where an existing fire detection system is isolated, impaired, or temporarily removed, the contractor shall ensure that a suitable temporary fire detection and warning system is provided and approved by the University of Bath.

Contractors must familiarise themselves with all means of escape from the areas in which they are working, including any alternative escape routes. Consideration shall be given to work undertaken in basements, roof voids, plant rooms, service ducts, or other confined or restricted areas where access and escape may be obstructed by plant, equipment, or machinery.

Contractors shall identify the location of the nearest fire alarm break glass call point prior to commencing work. Where the location of a call point cannot be identified, the contractor must contact the relevant Campus Infrastructure representative for instruction on the procedures to be followed in raising the alarm in the event of an emergency.

Contractors shall also ensure that they are familiar with the location and type of firefighting equipment available within the building or work area.

General Rules to be followed:

Where works require the temporary closure of, or restriction to, designated escape routes or exits, regardless of duration, the contractor must notify the relevant Campus Infrastructure representative in advance. The Campus Infrastructure representative shall ensure that suitable alternative escape routes are clearly identified and signed prior to the commencement of the works, and that all affected persons are informed accordingly.

The safe storage, securing, and stacking of all materials, plant, and equipment used during the contract shall be the responsibility of the contractor. The contractor, including any sub-contractors engaged on the works, shall ensure that all access routes, corridors, doorways, and stairwells always remain unobstructed and passable.

All equipment involving the use of naked flames, heat, or spark-producing operations shall be switched off, isolated, or disconnected immediately after use on every occasion.

Prior to commencing any work involving naked flames, heat, sparks, or similar ignition sources, the contractor shall contact the relevant Campus Infrastructure representative to ensure that the University's Hot Work Permit procedure has been implemented.

The use of flammable or toxic chemicals, gases, or substances shall be strictly in accordance with the manufacturer's instructions and specified conditions of use. All such substances shall be stored in suitable, clearly labelled containers and secured safely when not in use. Approval for the storage of such materials must be obtained from the relevant Campus Infrastructure representative.

While on site, and particularly during the execution of works, contractors shall ensure that suitable and sufficient fire extinguishers are available near the work area. University-owned fire extinguishers must not be removed or used for this purpose.

Invacuation

In the event of an incident, such as the release or leakage of dangerous chemicals, which requires occupants to remain indoors for their safety, an Invacuation Alert will be issued. Alerts will be transmitted to all networked University computers and may also be displayed on electronic information screens across the campus.

Where instructed by a member of University staff or Security personnel, contractors must immediately enter the nearest suitable building.

Once inside, contractors shall move to a safe internal location away from windows and external doors. Doors and windows should remain closed and secured where possible. Contractors must remain within the designated safe area until the "all clear" has been given by Security staff (First Responders), the Emergency Services, or through the University's emergency communication systems.

Specific Hazards (Please note this is not an exhaustive list)

- Asbestos - more details can be found in the current [Asbestos Management Plan](#).
- Cladding panels
- Ducts in walkways covered by paving slabs subject to collapse if overloaded or point loaded.
- Fume extraction vents.
- Highly flammable gasses.
- NMR (Nuclear Magnetic Resonance) machines.
- Radiation.
- Stored chemicals.
- Fragile roof lights.
- Laboratories.
- Buried services.
- High voltage equipment.
- Pre-stressed concrete panels subject to failure if drilled into.
- Concrete cladding subject to failure / collapse if modified without correct management.

In all cases, these matters must be checked and confirmed prior to the commencement of any works.

Where works are ongoing, any activity likely to adversely affect, compromise, or impact upon the structural integrity or safe operation of the structure, system, or area being worked on shall cease immediately until further instruction is provided by the Department of Campus Infrastructure.

Laboratories and Hazardous Areas

There are numerous laboratories across the University of Bath campus that contain a variety of hazards. Contractors required to work within laboratory environments must discuss the potential hazards associated with the work area with the relevant Campus Infrastructure representative and/or the laboratory technician prior to commencing work.

Access for the works shall be arranged in advance by the Campus Infrastructure representative in consultation with the laboratory supervisor.

Contractors and consultants, including surveyors, must ensure that prior to entering any departmental laboratory they have either:

- Received formal written authorisation for access; or
- Are accompanied by an authorised escort.

Within laboratory areas, written clearance shall normally be provided in the form of a Laboratory and Workshop Pass. Clearance arrangements shall be obtained through the relevant Campus Infrastructure representative.

Contractors must not interfere with, touch, move, or operate any laboratory experiments, apparatus, samples, or equipment while carrying out their works. Where equipment and/or materials remain within the contractor's work area, all works shall cease immediately, and the relevant Campus Infrastructure representative must be contacted to arrange for the safe removal or isolation of the items.

Control of Substances Hazardous to Health (COSHH)

Where hazardous substances are used or generated during the works, the following requirements shall apply:

- Suitable and sufficient COSHH Assessments and current Material Safety Data Sheets (MSDS) must be available on site and fully complied with.

- Consideration must be given to the impact of fumes, vapours, dusts, or other emissions on building occupants and surrounding areas.
- Evidence demonstrating that workers are not exposed to concentrations exceeding the relevant Occupational Exposure Limits (OELs) stated within the COSHH assessments shall be available for inspection upon request.

Legionella Control

The Department of Campus Infrastructure actively manages the risk of Legionella throughout the University estate.

Contractors must take appropriate precautions to avoid the generation of aerosols when working on water systems where:

- Water flow may be stagnant; or
- Water temperatures may be between 20°C and 45°C.

All works associated with water systems shall be carried out in accordance with the current HSE Approved Code of Practice and Guidance L8 and HSG274.

Certification and documentation shall be provided in accordance with Campus Infrastructure specifications and the University's Written Control Scheme. Copies of these documents may be obtained from the relevant Campus Infrastructure representative.

Drainage Systems

Care must be taken when dismantling or working on internal drainage systems, as they may contain hazardous or contaminated substances.

Where drainage systems serve laboratories or specialist facilities, permission to commence work must first be obtained, as decontamination of the system may be required before work can proceed.

The disposal of liquid hazardous waste is commonly undertaken via dedicated laboratory sinks connected directly to the foul sewer system. It is the responsibility of the laboratory technician to drain, flush, and confirm the decontamination of the system before notifying the relevant Campus Infrastructure representative. Permission to commence works will only be granted once this process has been completed.

External drainage systems may present similar hazards, although contamination levels may be reduced through dilution. Risks associated with external drainage works are more likely to relate to confined spaces, biological hazards, and vermin.

Appropriate personal protective equipment (PPE) shall be always worn, including disposable coveralls, suitable gloves or gauntlets, and any additional respiratory protective equipment where required.

Contractors' employees must ensure that suitable hygiene precautions are followed, including washing hands thoroughly after carrying out work on drainage systems.

Accident Reporting and RIDDOR Requirement

The contractor shall record all accidents, incidents, and near misses arising from the contract works within areas under their control. Such records shall be retained for the minimum statutory retention period and copies of accident reports and relevant accident statistics shall be provided to the relevant Campus Infrastructure representative upon request.

The contractor shall notify the appropriate health and safety enforcing authority, within the statutory reporting timescales, of any injury, dangerous occurrence, occupational disease, or incident reportable under the current Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) arising from activities under their control.

Copies of all such statutory reports and notifications shall be provided immediately to the relevant Campus Infrastructure representative, who will complete the University of Bath Accident / Incident Report documentation as required.

Site Order and Housekeeping

Principal contractors and main contractors shall ensure that all worksites are managed in a manner that maintains good order, safety, and efficiency always.

Traffic routes shall be clearly segregated from pedestrian routes wherever practicable.

The procurement and delivery of materials shall be controlled to ensure that only the minimum quantity required for the works is stored on site at any one time.

All personnel working on site shall be made aware of, and comply with, the arrangements for the safe movement, storage, and handling of materials, as well as the removal of waste from work areas.

All persons on site are required to contribute to maintaining good housekeeping standards, including the following:

- Walkways, staircases, and access routes shall be always kept clear and free from obstructions.
- Footpaths shall be maintained in a firm, level condition and stoned or otherwise stabilised where necessary.
- Work areas shall be kept free from unnecessary materials, debris, and waste.
- All materials shall be stored safely and securely, whether within designated compounds or within work areas.
- Contractors and workers shall comply with all site arrangements for the segregation, handling, and removal of waste.
- Any deficiencies in site order or housekeeping shall be reported promptly to site management under the principle of "See it, sort it."

Contractors must ensure that suitable and sufficient safe access to and egress from all places of work is always maintained. Consideration shall be given to safeguarding children and young persons where applicable, and all risks identified through site-specific risk assessments and method statements shall be appropriately controlled and mitigated.

Waste Management and Environmental Awareness

Waste Management

Contractors have a duty of care to ensure that all waste is contained, stored, and secured safely to prevent pollution, environmental damage, or harm to persons.

Waste arising from contracted works remains the responsibility of the contractor. The contractor shall be regarded as the producer of the waste, not the University. Consequently, waste generated from contracted works must not be disposed of using University waste facilities unless prior approval has been obtained from the relevant Campus Infrastructure representative.

Contractors must ensure that:

- Waste is securely stored in suitable containers prior to disposal.
- Skips and waste containers are positioned only in locations agreed with the relevant Campus Infrastructure representative.
- Skips and waste containers are emptied promptly when full.
- Waste is transported and disposed of only by licensed and authorised waste carriers.
- General, hazardous, and special waste streams are managed and disposed of in accordance with current legislation and environmental regulations.
- Appropriate waste documentation, including Waste Transfer Notes and Hazardous Waste Consignment Notes where applicable, is completed and copies provided to the relevant Campus Infrastructure representative.
- A Site Waste Management Plan is prepared and maintained in accordance with current legislative requirements, with a copy supplied to the relevant Campus Infrastructure representative.

All waste materials must be removed from site upon completion of the works. Any waste not removed may be disposed of by the University, with all associated costs recharged to the contractor.

Environmental Awareness

The University recognises the importance of sustainability and is committed to reducing its overall environmental impact through the implementation of sustainability objectives and environmental improvement strategies.

Contractors are encouraged to support the University in achieving its environmental and sustainability targets and shall, where reasonably practicable, consider opportunities to reduce, reuse, recycle, or recover materials and waste arising from works undertaken on behalf of the University.

Site Signage

The contractor shall provide, install, and maintain all protective fencing, barriers, warning notices, signage, and other safeguards necessary to ensure the safe execution of construction or maintenance works.

Contractors must ensure that suitable and sufficient construction site safety signage is prominently always displayed. Such signage shall:

- Highlight specific hazards associated with the works.
- Clearly identify site boundaries and restricted areas.
- Provide instructions and procedures for authorised site access and arrival.
- Identify emergency arrangements and means of escape in the event of fire alarm activation or evacuation.

All warning notices and signage shall be suitable for the prevailing site conditions and clearly understandable by employees, contractors, visitors, and members of the public.

The contractor shall also provide a site identification notice displaying the following information:

- Name of the Principal Contractor.
- Site address and contact telephone number.
- Emergency contact telephone number.

Notifiable Works Under CDM 2015

For projects falling within the scope of notifiable works under the Construction (Design and Management) Regulations 2015 (CDM 2015), the Principal Designer and/or Client shall provide the Principal Contractor with relevant pre-construction information to enable the preparation of a suitable Construction Phase Plan.

The Construction Phase Plan shall be submitted to the Principal Designer and/or Client for approval no later than two weeks prior to the commencement of works.

During the construction phase, the Principal Contractor shall hold regular coordination and progress meetings at which ongoing design matters, buildability, risk management, and health and safety issues shall be reviewed and discussed.

The Principal Contractor shall ensure that all relevant information arising from these discussions is communicated effectively to those who require it, including subcontractors and the workforce.

The Principal Contractor shall also receive from the Principal Designer details of the information required for inclusion within the Health and Safety File.

Upon completion of the works, the completed Health and Safety File shall be provided by the Principal Designer to the Department of Campus Infrastructure. The Health and Safety File shall be retained and maintained by the Department of Campus Infrastructure, and relevant information shall be made available to future designers, contractors, maintenance personnel, and other authorised parties as necessary.

For projects that are not formally notifiable under CDM 2015, equivalent health and safety management principles shall still apply, including the requirement to prepare an appropriate Construction Phase Plan where necessary.

Issue of Permits - Project Works (Full CDM Compliance)

Where works undertaken on behalf of the University fall fully within the scope of the CDM Regulations, the relevant Campus Infrastructure representative, acting on behalf of the Client, shall provide this procedure to the Principal Designer as part of the Client Information relating to existing health and safety arrangements and controls.

The Construction Phase Plan produced for the works shall include suitable safe systems of work, including arrangements for the issue and control of Permits to Work by authorised persons.

Copies of all completed permits shall be retained by the contractor within the site Construction Phase Plan documentation and made available for inspection by the Campus Infrastructure representative or Principal Designer upon request.

Non-Notifiable Works Under CDM 2015

For all non-notifiable works, contractors shall submit to the Department of Campus Infrastructure, prior to commencing work:

- A Construction Phase Plan.
- Suitable and sufficient risk assessments.
- Method statements.
- Relevant health and safety competency documentation for personnel involved in the works.

Contractors must notify the University of any worker who:

- Does not speak or understand English sufficiently to work safely; or
- Has a medical condition that may affect their own safety or that of others.

Where non-UK employees are engaged, the contractor shall provide evidence confirming that those individuals are legally entitled to work within the United Kingdom.

The submitted method statement and supporting documentation shall be reviewed by the relevant Campus Infrastructure representative, who shall provide information relating to:

- Hazards associated with the work area and access routes.
- Known asbestos-related information where applicable.
- Local rules and restrictions applicable to the area.
- Security and occupancy interface requirements.
- Defined work boundaries and work areas.
- Timing and permitted working hours.
- Parking arrangements and restrictions.
- Welfare facilities available to the workforce.
- First aid and emergency arrangements.
- The University's invacuation warning procedures and required actions.

The contractor shall brief their workforce on the contents of the approved method statement and consult with them regarding the proposed safe systems of work.

Where any agreed change to the working method becomes necessary, the method statement shall be revised and resubmitted to the University for review before the revised activity proceeds.

The contractor shall obtain confirmation from operatives, typically by signature, to verify that they understand and agree to work in accordance with the approved method statement.

Upon completion of the works, the contractor shall notify the relevant Campus Infrastructure representative and advise of any issues, concerns, or lessons learned arising during the project to support continuous improvement for future works.

Where bulk storage of materials is required before commencement of works, prior arrangements must be agreed with the relevant Campus Infrastructure representative.

Contractors remain fully responsible for the preparation, management, review, and amendment of all risk assessments and method statements associated with their works.

While the University may monitor compliance with submitted documentation, responsibility for the technical suitability, adequacy, and implementation of such documents remains solely with the contractor, who is considered best placed to assess the technical nature of the works and the competence of their workforce.

Issue of Permits - Project Works

Where a contractor is employed directly by the University and does not take possession of the site under the relevant form of contract, the Campus Infrastructure representative shall be responsible for coordinating with the relevant Authorised Person regarding the issue of any required permits.

Where responsibility for site management has been assigned to the contractor under the terms of the contract, the Campus Infrastructure representative shall ensure that the contractor operates a suitable Permit to Work system for the authorisation and control of high-risk activities.

Any such Permit to Work system shall follow substantially the same principles, standards, and controls as those detailed within this procedure.

Contractor Welfare

The Construction (Design and Management) Regulations 2015 (CDM 2015) place a duty on contractors to provide suitable and sufficient welfare facilities for their employees and sub-contractors. These facilities shall include:

- Adequate toilet and washing facilities.
- Facilities for preparing and consuming refreshments.
- Suitable areas for storing and drying clothing and personal protective equipment (PPE).

In most circumstances, contractors may be permitted to use University welfare facilities, including toilets and refreshment areas. Permission for use must be confirmed with the relevant Campus Infrastructure representative prior to commencement of the works.

Where suitable existing facilities are unavailable, contractors shall provide adequate welfare facilities for their workforce.

Any welfare facilities provided by the University shall be maintained in a clean, hygienic, and orderly condition at all times and returned in the same condition in which they were originally provided. Failure to maintain acceptable standards may result in withdrawal of access to the facilities. Any costs incurred by the University for cleaning, repairs, or remedial works shall be recovered from the contractor.

For CDM notifiable projects, the University may undertake periodic inspections of welfare arrangements.

Unattended Works and Equipment

Due to the open-access nature of the University campus, including the presence of children, young persons, conference attendees, visitors, and vulnerable persons, contractors must ensure that all unattended works are always left in a safe and secure condition.

Appropriate precautions shall be taken to prevent unauthorised access to work areas and equipment, including but not limited to:

- Removal or secure locking of scaffold access ladders.
- Securing access hatches, barriers, and temporary structures.
- Implementing suitable safeguards to prevent falls, injury, vandalism, or theft.

All plant, machinery, tools, and equipment shall be secured against unauthorised use and wherever reasonably practicable, rendered inoperable when unattended. This requirement applies equally to heavy plant and machinery.

Leaving equipment within the site boundary alone shall not be considered sufficient control. Physical lock-off systems, isolation devices, immobilisers, or interlocks shall be used in accordance with industry good practice, Approved Codes of Practice (ACOPs), and manufacturer recommendations.

Delivery of Materials

Contractors shall discuss the delivery of large quantities of materials, plant, or equipment with the relevant Campus Infrastructure representative prior to commencing work.

Special arrangements may be required to manage:

- Site access and traffic movements.
- Parking arrangements.
- Loading and unloading operations.
- Delivery times and restrictions.

When using satellite navigation systems, contractors should use the following University of Bath coordinates:

- Latitude: 51.378344
- Longitude: -2.325202

Access to the main University entrance is via Claverton Down Road / Norwood Avenue / Convocation Avenue, Bath BA2 7BA, and not via Quarry Road.

The contractor shall provide suitable supervision and control during all delivery, unloading, and material handling operations.

Plant, Materials and Equipment (General)

All plant, materials, and equipment used by contractors shall:

- Be of sound construction and suitable for the intended purpose.
- Be properly maintained and free from defects.
- Be operated only by competent and appropriately trained persons.
- Be subject to statutory inspection, testing, and certification where required.

All lifting equipment, including cranes, lifting accessories, and lifting machinery, shall comply with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and relevant guidance relating to the safe use of lifting equipment.

Plant and equipment shall be fitted with suitable guards, safety devices, and noise reduction measures where required. Equipment used on site shall, where reasonably practicable, be effectively silenced.

Maintenance shall be undertaken in accordance with manufacturer instructions. Relevant statutory registers, inspection certificates, and examination records shall be available on site for inspection.

All operators shall be suitably trained, competent, and authorised to operate the equipment provided, including personnel employed through subcontract arrangements.

All electrical works and the use of electrical tools and equipment shall comply with the Electricity at Work Regulations 1989 and all applicable University requirements relating to portable electrical equipment.

Where practicable, battery-powered tools are preferred. Otherwise, portable electrical tools shall generally operate at a maximum voltage of 110V.

All portable electrical equipment shall:

- Have a current Portable Appliance Test (PAT) certificate.
- Be clearly labelled to indicate testing status.
- Be maintained in a safe condition.

Electrical extension leads shall not be routed through doors, windows, or areas where damage may occur.

Suitable precautions shall be implemented to prevent electrical systems or conductors being inadvertently energised while work is in progress. Approved warning and isolation notices shall be displayed, including relevant contact details and dates.

The principal contractor shall be responsible for ensuring compliance by all electrical subcontractors.

All materials and equipment shall be stored securely, protected from deterioration, and located only within designated storage areas agreed with the relevant Campus Infrastructure representative.

The contractor shall remain fully responsible for the security, protection, and loss of all materials and equipment brought onto site.

Contractors shall ensure that all materials used permanently or temporarily during the works are suitable, safe, and used in accordance with manufacturer instructions. Any known hazards associated with handling, storage, or use shall be communicated to the relevant Campus Infrastructure representative and to all affected personnel.

The University will not supply or loan tools, plant, or equipment to third parties under any circumstances. Contractors remain fully responsible for providing all equipment necessary to complete their works safely.

Scaffolding

All independent and tower scaffolds used for access or material handling purposes shall be erected and maintained in accordance with BS EN 12811-1:2003 and TG20 guidance.

Scaffolding shall only be erected, altered, or dismantled by suitably trained and competent persons. Evidence of competence shall be available for inspection upon request.

Any scaffold remaining in place for longer than one week shall be inspected at intervals not exceeding seven days and following any adverse weather event likely to affect its stability or safety.

Scaffold inspections shall be undertaken by a competent person, and records of inspections shall be retained on site and made available for inspection by the relevant Campus Infrastructure representative.

Project Supervision

Contractors must ensure that a competent employee of suitable experience is always present on the project to supervise. Contractors shall ensure that a competent supervisor with suitable experience is always present on site while works are in progress.

The appointed supervisor shall:

- Supervise and direct the works.

- Receive and implement instructions from the relevant Campus Infrastructure representative.
- Hold a valid Supervisor CSCS card and/or CITB SMSTS qualification, or equivalent recognised training.

Safety Equipment and Corporate Workwear

Contractors shall provide, at no cost to employees, all necessary personal protective equipment (PPE) required for the works and as required by legislation.

PPE may include, but is not limited to:

- Safety footwear.
- Safety helmets.
- Eye protection.
- Hearing protection.
- Gloves.
- Respiratory protective equipment.

All PPE shall be inspected at suitable intervals to ensure continued compliance and suitability for use. Appropriate instruction and training shall be provided where necessary.

All contractors and contractor employees working on the University campus shall wear company-branded clothing or high-visibility garments displaying the company logo.

Removal of tops or working bare-chested is always prohibited, including during periods of hot weather.

Control of Pollution

Contractors shall not discharge or dispose of waste, chemicals, oils, fuels, or any other substances into University drainage systems, refuse containers, or surrounding land.

Hazardous or toxic substances shall be collected, stored, and disposed of separately in accordance with current environmental legislation.

The contractor shall maintain records detailing:

- The nature and quantity of substances disposed of.
- Dates of disposal.
- Details of the licensed disposal contractor used.

Copies of disposal records shall be provided to the relevant Campus Infrastructure representative.

Children

Children under the age of sixteen are prohibited from entering areas where construction, maintenance, or contractor works are taking place.

This restriction includes the children of staff, students, visitors, and contractors unless participating in an approved scheme authorised by Campus Infrastructure, such as formal work experience programmes.

Co-operation and Coordination

The University may have multiple construction and maintenance projects operating simultaneously alongside normal campus activities.

Contractors are required to cooperate fully with:

- The University.
- Other contractors.
- University departments and stakeholders.

Such cooperation is necessary to ensure the health, safety, and welfare of all persons affected by the works.

The University may hold regular project coordination meetings for larger projects, which contractors shall attend where required.

For smaller works, coordination information shall be provided by the relevant Campus Infrastructure representative.

Danger / Warning Notices

Contractors shall not operate, interfere with, or remove any equipment displaying University warning notices, danger notices, or isolation tags relating to electrical or mechanical systems.

Where contractors are required to work on such equipment, they must first contact the relevant Campus Infrastructure representative before commencing any works.

Dignity and Respect for Students, Staff or Visitors of the University of Bath

The University of Bath is committed to providing a working and learning environment that is supportive, inclusive, and free from harassment, bullying, discrimination, or inappropriate behaviour.

All staff, students, visitors, contractors, and third parties have the right to be always treated with dignity and respect.

Any behaviour by contractors or contractor employees that may constitute harassment, bullying, intimidation, discrimination, or abusive conduct will be treated as a serious matter and may result in removal from the University campus and termination of contractual arrangements.

Formal action will be taken where complaints of harassment or inappropriate conduct involving third parties are substantiated.

Disciplinary Procedure for Non-Conformance

All contractors are required to maintain a high standard of discipline amongst their workforces. This is essential to promote and maintain effective standards of health, safety, welfare, and environmental management at all times.

The Department of Campus Infrastructure (CI) operates a Health, Safety and Environmental Non-Conformance Procedure incorporating a Red and Yellow Card system for breaches of health and safety requirements.

Where a member of the Department identifies unsafe acts, unsafe conditions, poor environmental practices, or failures to comply with site rules or approved procedures, appropriate action will be taken proportionate to the nature and severity of the non-conformance observed.

Actions may include:

- Verbal warnings.
- Issue of a Yellow Card.
- Issue of a Red Card.
- Suspension or removal from site.

The response adopted will be based upon the degree of risk, the seriousness of the breach, previous performance, and the contractor's attitude towards corrective action.

Verbal Warning

A verbal warning may be issued for minor infringements where there are limited risk and no immediate danger to persons, property, or the environment.

Verbal warnings shall be recorded within the site diary but will not normally result in formal sanctions.

Examples may include:

- Incorrect or incomplete PPE during a non-hazardous activity.
- Minor actions approaching, but not exceeding, acceptable safety standards.
- Failure to adequately control minor environmental nuisances, such as avoidable noise.

Issuing of Yellow Cards

Yellow Card incidents shall be formally reported to the contractor's supervisor and/or Health and Safety representative.

Where a Yellow Card is issued, the individual concerned shall attend a re-induction within 24 hours together with their supervisor. Additional monitoring, supervision, or further training may also be required.

The Project Manager or Site Supervisor shall record the following information within the site diary and relevant records:

- Name of the individual and employing company.
- Details of the observed breach or non-conformance.
- Date and time of the incident.
- Corrective actions implemented.

A copy of the Yellow Card notification shall be issued to the contractor's employer and recorded within the Campus Infrastructure Non-Conformance Tracker to maintain a full auditable record.

Each Yellow Card shall remain active for a period of six (6) calendar months from the date of issue.

The following escalation thresholds shall apply:

- Three Yellow Cards issued to the same individual within a six-month period shall result in the issue of a Red Card.
- Three Yellow Cards issued to separate operatives from the same company within a six-month period may result in a company-level performance review and possible suspension from site.

Examples of Yellow Card incidents include:

- Incorrect PPE during hazardous activities.
- Failure to follow approved Risk Assessments and Method Statements (RAMS).
- Contravention of HSE guidance not presenting immediate danger to life.
- Unauthorised personnel or failure to complete site induction requirements.
- Incorrect erection or misuse of access equipment.
- Unsafe temporary electrical supplies or insecure electrical connections.
- Repeated failure to comply with site signing-in procedures.

Following the issue of a Yellow Card, the contractor shall be subject to increased monitoring for a minimum period of five working days to confirm that corrective actions have been implemented and maintained.

Issuing of Red Cards

A Red Card shall result in the immediate suspension of works and removal of the individual and/or contractor from site pending formal investigation.

No individual or company subject to a Red Card shall return to any University of Bath premises until authorised following completion of the investigation process.

A formal investigation shall be undertaken by:

- The Project Manager responsible for the works.
- The Compliance, Safety and Information Manager.
- The relevant Senior Manager for the discipline concerned.

A formal meeting shall then be held with the contractor's employer, including their Health and Safety Manager and a Director-level representative, to review the findings and agree any required corrective and preventive actions.

Where negligence, gross misconduct, wilful non-compliance, or systemic safety management failures are identified, the contractor or company may be removed from the University's Approved Contractors List.

Red Cards shall remain active until formally rescinded by the Director of Campus Infrastructure, or their nominated deputy.

All Red Card incidents shall be considered during future contractor pre-qualification, tender evaluation, and performance review processes.

The following escalation thresholds shall apply:

- One (1) Red Card — Immediate suspension and mandatory retraining requirements.
- Two (2) Red Cards within a twelve-month period — Six-month exclusion from University sites.
- Three (3) Red Cards within a twelve-month period — Permanent removal from the Approved Contractors List.

Examples of Red Card incidents include:

- Gross or deliberate breaches of health and safety requirements.
- Buried service strikes or RIDDOR-reportable incidents.
- Serious breaches of approved RAMS or unauthorised high-risk activities.
- Unsafe electrical works presenting a risk of injury or fire.
- Offensive, abusive, threatening, or violent behaviour.
- Repeated breaches following two current Yellow Cards.
- Supervisory or systemic failures resulting in serious safety breaches.

Appeals

Contractors may submit an appeal against a Red Card decision within five (5) working days of receiving formal notification.

Appeals shall be reviewed by:

- The Director of Campus Infrastructure.
- The Compliance, Safety and Information Manager.

A final decision shall normally be issued within ten (10) working days of receipt of the appeal.

Any suspension from site shall remain in force during the appeal process

Disturbance

Prior to the commencement of works, contractors shall discuss the occupancy and operational requirements of the work area with the relevant Campus Infrastructure representative.

Contractors must take account of:

- Examination periods.
- Lecture and teaching schedules.
- Research activities.
- Other contractors or concurrent works within the area.

Disturbance within academic, teaching, research, and residential areas of the University shall, so far as is reasonably practicable, be always minimised.

Gas

Any person undertaking work or design duties associated with natural gas networks must hold valid Gas Industry Registration Scheme (GIRS) accreditation.

Any work carried out on gas systems downstream of the building Emergency Control Valve (ECV) or meter shall only be undertaken by personnel registered with Gas Safe and appropriately qualified for either domestic or commercial gas systems, as applicable.

Prior to commencement of works, confirmation and approval must be obtained from the Engineering Services Manager.

Interruption to Utilities Services

Interruptions to utility services, including gas, electricity, water, data, telecommunications, fire alarms, and associated systems, may cause significant disruption to the University.

Contractors must therefore obtain prior approval from Campus Infrastructure before any disconnection, shutdown, isolation, or interruption of services is undertaken within any University building or estate area.

All shutdowns and interruptions shall be carried out in accordance with the Departmental shutdown procedures provided by the relevant Campus Infrastructure representative.

Except in emergency situations, no contractor shall isolate, disconnect, or interfere with:

- Fire alarm systems.
- Smoke detection systems.
- Data and telecommunications systems.
- Electrical supplies.
- Gas supplies.
- Water supplies.

without prior written approval from the Department of Campus Infrastructure.

Keys and Access Cards

Keys, access cards, and swipe passes required for the works shall be arranged through the relevant Campus Infrastructure representative.

All security access equipment issued to contractors shall be returned immediately upon completion of the works unless an extension has been formally authorised.

Failure to return keys or access devices promptly may result in the contractor being held liable for all associated replacement and security costs, including lock replacement and reprogramming of access systems.

Contractors should note that replacement costs associated with master or sub-master key systems may exceed £30,000.

Lifts

No contractor shall access lifts, lift shafts, or lift motor rooms without the express permission of the Engineering Services Manager or Electrical Engineer.

University lifts shall not be used for the transport of contractor equipment, materials, waste, or construction supplies unless specifically authorised.

Lone Working

Contractors undertaking lone working activities on University premises shall implement suitable control measures to ensure the safety and welfare of lone workers, including self-employed persons.

Employers remain responsible for the health, safety, and welfare of their employees. Sole traders shall agree suitable lone working arrangements with the relevant Campus Infrastructure representative before commencing works.

Radios

Radios and audio equipment may be used on campus only where they do not create disturbance. Volumes shall be always kept low.

Security

Contractors shall exercise reasonable care in relation to University property, buildings, fixtures, fittings, and infrastructure.

All security arrangements and access control requirements shall be strictly observed. Doors, gates, and access points shall not be left unsecured where they are required to remain locked or controlled.

Connections to Services

No connections shall be made to electrical, gas, steam, compressed air, water, or bottled gas systems without prior authorisation from the relevant Campus Infrastructure Authorised Person (AP).

Smoking, Alcohol and Drugs

Smoking, including the use of electronic cigarettes or vaping devices, is prohibited within all University buildings and enclosed areas, including:

- Offices.
- Laboratories.
- Workrooms.
- Lecture theatres.
- Corridors.
- Stairwells.
- Toilets.
- Lifts.

Smoking is also prohibited near building entrances and open windows. Contractors shall not smoke within four metres of any building and may only smoke within designated areas agreed with the relevant Campus Infrastructure representative.

The consumption or possession of alcohol or illegal drugs while working on University premises is strictly prohibited.

Any contractor or contractor employee found to be under the influence of alcohol or drugs while on campus shall be removed from site immediately.

Student Residences

Where works are undertaken within student residences, contractors must, in addition to signing in through Campus Infrastructure, obtain authorisation from the Housekeeping Office or Accommodation Service Centre/HUB before accessing occupied buildings.

In general:

- Access to communal areas will not be permitted before 9:00am.
- Access to bedrooms will not be permitted before 10:00am.
- Advance notice and prior agreement must be obtained before attendance. Contractor operatives may be required to be escorted or hosted while working within occupied residences.
- All contractors must be easily identifiable and shall always display a valid company or contractor identification card while on site.

Contractors shall not undertake works within residences occupied by persons under the age of 18 unless accompanied by an authorised member of University staff.

Sub Letting

Contractors shall not sub-let any part of the works without prior written approval from the University.

Vehicles – Parking and Movements

Where construction, delivery, or plant vehicles are used on campus, the Principal Contractor shall ensure that suitable transport management arrangements are implemented through site-specific risk assessments and method statements.

Vehicle and plant operators shall be appropriately trained, competent, and authorised to operate the equipment or vehicles under their control. Evidence of competence and authorisation shall be made available for inspection upon request.

Vehicle movements should, where reasonably practicable, be planned outside peak pedestrian operating periods to reduce the risk of vehicle and pedestrian interaction.

Parking on the University campus is controlled using an Automatic Number Plate Recognition (ANPR) system. Contractors are required to provide a full list of company fleet vehicle registration numbers in advance to allow vehicles to be pre-registered for authorised access and parking.

Where fleet details have not been supplied, or where contractors attend site in non-fleet or temporary vehicles, the contractor must provide the relevant vehicle registration details to their University contact prior to parking on campus.

Contractors and visitors using personal vehicles shall park only within designated Pay and Display parking areas and must comply fully with the University's parking regulations and restrictions.

Parking enforcement on campus is administered by First Parking. Any parking charges, notices, or penalties issued shall remain the sole responsibility of the contractor or vehicle owner.

The Department of Campus Infrastructure has no authority to revoke, cancel, or appeal parking enforcement notices issued by the parking management provider.

Contractors shall not park:

- Across multiple bays or outside designated bays.
- In accessible or disabled parking spaces.
- Within loading bays during restricted periods unless actively unloading.
- In reserved or named spaces without permission.
- On restricted roads or routes.
- In emergency vehicle access areas.
- On double yellow lines or cross-hatched areas.
- On grassed or gravel areas not designated for parking.
- In any manner causing obstruction or inconvenience.

Vehicle Movements

Due to the high volume of pedestrian and cycle traffic across the campus, including individuals with visual or hearing impairments, contractors shall implement safe vehicle movement controls, including:

- Avoiding reversing manoeuvres wherever possible.
- Minimising reversing operations.
- Using physical barriers to segregate pedestrians from reversing areas where repeated reversing is required.
- Ensuring vehicles are fitted with functioning reversing alarms, reversing lights, and hazard warning lights.
- Using trained banksmen to supervise reversing manoeuvres where practicable.
- Never leaving vehicles or plant unattended with keys in the ignition.

All contractor vehicles must be roadworthy, hold a valid MOT certificate where applicable, and be insured for business use.

The campus speed limit is 20mph; however, contractors must always drive at a speed appropriate to prevailing site conditions.

The height restriction for the Underdeck is 3.6m (11ft 9in) for unloaded vehicles.

Weekend and Out-of-Hours Working

Contractors undertaking works outside normal working hours or during weekends shall make suitable arrangements with the relevant Campus Infrastructure representative for:

- Access permissions.
- Collection of keys.
- Issue of ID passes through the SkyVisitor system.

Department of Campus Infrastructure Reception Opening Hours

- Monday to Thursday: 8:00am – 4:20pm
- Friday: 8:00am – 4:10pm
- Saturday and Sunday: Closed

Contractors attending outside normal working hours or responding to emergency call-outs shall report to Security on Level 2 of the Library and advise them of:

- The nature of the works or call-out.
- The work location.
- Any requirement for access keys.

Keys issued by Security shall be formally signed out and returned upon completion of the works.

Upon completion of emergency or out-of-hours works, contractors must obtain a signed worksheet confirming attendance and completion. Failure to do so may result in delays or non-payment of invoices.

Contractors working outside normal hours remain responsible for accessing and reviewing the University Asbestos Register prior to commencing works. Access arrangements shall be obtained from the University Asbestos Manager.

Where there is any uncertainty regarding asbestos-containing materials or associated risks, works shall cease immediately.

Completion of Works

Upon completion of the works, the contractor shall formally hand over the works to the relevant Campus Infrastructure representative and provide details relating to:

- Any accidents or incidents occurring during the works.
- Dangerous occurrences or uncontrolled risks.
- Access or security issues encountered.
- Breaches of site security.
- Interface issues between the University and contractors.
- Buildability concerns.
- Recommendations for operational, safety, or process improvements.

The contractor shall also return or provide, as applicable:

- Contractor passes and sign-off documentation.
- Keys and access cards.
- Parking permits.
- Permits to Work.
- Operation and Maintenance Manuals.
- Updated electronic drawings and floorplans.
- Specifications for installed fixtures, fittings, and finishes.

- Training and familiarisation relating to new installations or systems.

The contractor shall additionally ensure that:

- The site is left clean, safe, and tidy.
- All contractor-owned equipment and consumables are removed.
- Defects are rectified.
- All waste and surplus materials are removed from site.
- Temporary barriers, signage, and protective measures are removed where no longer required.

Version 12-00

Contractors Acknowledgement

Please return the completed acknowledgement to the Customer Services Helpdesk by email, with the subject title:

“Code of Safe Working Practices for Contractors”

Re-acknowledgement of this Code will be required annually.

I / We, the undersigned, confirm receipt of the University of Bath’s **Code of Safe Working Practices for Contractors, Version 12-00, July 2026.**

I / We further confirm that all employees, operatives, and sub-contractors engaged to undertake works on behalf of the University of Bath shall be made aware of the contents of this Code of Safe Working Practices as part of their site induction process, and that all applicable Health and Safety Codes of Practice shall be complied with in full.

A copy of this document shall be made readily available for reference by all relevant personnel.

It is acknowledged that, as part of the Department of Campus Infrastructure induction process, employees and sub-contractors are required to have read, understood, and be aware of the contents of this document.

Company Name	
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Company Address	
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Signed	Print Name	Position	Date

The person signing this declaration shall be of director level or responsible for health and safety within the company.