Department of Campus Infrastructure

Code of Safe Working Practices for Contractors

January 2025

Version 11-01

Name of Policy:	Code of Safe Working Practices for Contractors V11-00 engaged by the University of Bath.
Purpose of Policy:	Sets out a Code of Safe Working Practices for Contractors engaged by the University of Bath to ensure compliance with Health and Safety Legislation.
Policy 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
Proposed Date of Review:	July 2026

The enclosed guidelines must be complied with when working for the University of Bath.

You are advised to keep this document readily available for future reference.

Adherence to these guidelines will be monitored by University personnel.

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Document History

Document Revision	Date	Description of amendments	Revision author
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

Position title	Name	Signature	Date
Director of Campus Infrastructure	Dev Biddlecombe		01.01.2025

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Statement of Intent

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

This Code of Safe Working Practices for Contractors (CoSWP) is designed to assist contractors, and the University, in meeting their statutory obligations under the Health and Safety at Work Act 1974 and all associated legislation, in particular the Management of Health and Safety at Work Regulations 1999 and the Construction Design and Management Regulations 2015.

Its objective is to:

- Reduce the risk of injury or incident and to ensure that the standards for safety and health, as required by legislation, guidance, and best practice, are always achieved and that all works are undertaken safely.
- To raise awareness of contractor duties to work in accordance with current legislation and co-operate with the University of Bath on all matters relating to health, safety, and welfare.
- To require contractors to always have effective 'on site' safety management.

Contractors, engaged by the University of Bath, are expected to observe the same requirements in respect of their own employees, sub-contractors and any other persons who may be affected by their activities, during any works being carried out on any property owned, or leased, by the University of Bath. They are also to give this consideration to the neighbours of the University of Bath and the wider public affected by their work.

It is a contractor's responsibility to ensure that all their employees, and those of their sub-contractors, who will be working within the University of Bath's estate, are aware of the requirements of this CoSWP and the health and safety rules of departments, or areas, in which they are working.

The Department of Campus Infrastructure, of the University of Bath, is committed to raising the health and safety awareness within its sector, and all contractors, their staff and sub-contractors are required to contribute to that objective.

Signed:

Dev Biddlecombe
Director of Campus Infrastructure

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Introduction to the University

The University of Bath, in its current form, was built in 1964, taking on its first students the following year. The main campus is located on Claverton Down. The site is compact, with the main teaching facilities based around a central 'Parade'. The University also owns and rents buildings in the centre of Bath and elsewhere in the Southwest. The main campus is a unique environment which operates 24 hours per day, seven days per week, fifty-two weeks a year. There are approximately 20,470 students and over 3,695 staff. The facilities contain residential areas, learning facilities, libraries, lecture theatres, restaurants, cafes, bars, shops, specialised research facilities and sports facilities.

In recent years, the University of Bath has consistently ranked in the top ten universities of the UK, a fact that the staff and students are rightly proud of, and it is essential that this is maintained in what is a difficult time for the whole education sector.

Purpose of the Code of Safety Working Practice

This CoSWP applies to all work undertaken by contractors, their staff, and sub-contractors, however appointed, on any University owned, leased, or otherwise occupied property. The CoSWP has been prepared to assist contractors and their employees to work safely within the University and to prevent accidents and injuries to themselves, University staff, students, visitors, and others.

It is important to note the following:

- There is a large volume of pedestrian and vehicular movement, and at any one time the University could have several construction projects under way.
- The University's academic faculties carry out research projects over long periods that could be jeopardised by any unexpected interruptions. The main point to consider is that intellectual works are difficult to replicate hence the need to ensure that all disruptions are planned and communicated correctly.
- Students may be living away from home for the first time, and they may not appreciate the dangers associated with building sites.
- There will be a high number of foreign students with different cultural backgrounds whose first language is not English.
- During the summer break, the University plays host to foreign language schools where children as young as 12 stay on campus and they may not understand safety signage.
- It is essential, for contractors to maintain a secure and safe workplace, where challenging structures, such as tower cranes and scaffolding, are located. These, along with other relevant issues, must be reflected in the contractor's risk assessments and method statements.
- It should be noted that that the University holds Open Days when the number of visitors greatly increases, typically up to 10,000 people. These dates will be advised by the Campus Infrastructure contact, and no contractor should be present or working on site during those days, unless agreed in writing, in advance, by the Director of Campus Infrastructure
- Contractors should note that the University is on the edge of an Area of Outstanding Natural Beauty, that there is a blanket Tree Preservation Order in place which covers all our grounds, and that there are various flora and fauna that are fully protected (i.e., bats) which are present on site. Any work liable to cause damage or disruption to the local environment must be fully discussed and approved with the Campus Infrastructure contact well in advance of the start of any work.
- There is a route comprising the north and south access roads which are the fire and emergency routes and should be always kept clear of parked vehicles (information on Delivery of Materials can be found on Page 21).

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

Contractors or their sub-contractors, in complying with this CoSWP, shall make no request for additional expenditure. Failure to comply with the requirements of this CoSWP could prejudice contractors from being awarded future work by the University, and in certain circumstances, failure to adhere to this policy could lead to contractors being told to leave site immediately.

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Insurance Liabilities – Contractors

It is expected that the contractor shall insure his liabilities as below:

- Public Liability (Third Party) Insurance for the minimum of £5M, unless otherwise agreed by the University in writing.
- Contract Works or Contractors (All Risk) insurance for the full value of the contract works, such insurances shall include an indemnity from the insurers to the University.
- Employers Liability Insurance, etc.
- In connection with the above, the University of Bath shall request details of such insurances and copies of certification, together with levels of cover and period of cover.
- Contractors shall provide evidence that they are adequately insured for any damages or compensation claims that may be made in respect of any persons injured because of the activities, or any property damage.

Legal Requirements – Client (University of Bath)

- Shall provide a CoSWP (this document) which sets out the general policy and procedures of the University towards contractors.
- Shall distribute the University's CoSWP to all contractors working on University premises and estate and obtain a signed receipt to indicate that the CoSWP has been received, understood, and will be complied with.
- Shall ensure that the appointed contractor is competent to carry out the work safely.
- Shall ensure that staff, students, and visitors are safe and without risk to their health and safety whilst using buildings and the estate when building/maintenance works are being conducted.
- Shall ensure that the necessary measures to protect staff, students and visitors have been included in the planning and costing of the work.
- Shall cooperate with and coordinate contractual activities to ensure that statutory requirements have been complied with.
- Shall ensure that the contractor is provided with sufficient information in respect of any risks whilst on campus and of the required precautions to be taken by the University.
- Shall ensure that contractors are aware of the University's emergency evacuation and invacuation procedures.
- Shall ensure that the contractor clearly identifies specific risks associated with the works and identifies the precautions that will be taken to control those risks.
- Shall monitor work of the contactor to ensure that safeguards remain effective.

Legal Requirements - Contractor

- The contractors, and their sub-contractors, are required to conform with the provision of the CoSWP as a condition of acceptance of the contract.
- Contractors are therefore required to take all necessary steps to ascertain the health and safety requirements which will apply to their contract and to include any associated costs before submitting their quotation or tender or accepting an order to work on any other terms.
- The University shall be entitled to regard a failure by the contractor, or their sub-contractor, to observe the CoSWP as a breach of contract. In this event the University reserves the right to suspend the work until conditions which are safe are provided.
- RAMS.

Commencement of Work – Provision of Safety Information

No work may commence until the Contractor's Acknowledgement Form, at the end of the CoSWP, has been completed and returned to the Campus Infrastructure contact.

The CoSWP, and the completed Contractor's Acknowledgement form, applies to all future works carried out by a contractor for a period of 12 months, at which time the contractor will be required to re-sign the acknowledgement for a subsequent 12-month period. In addition, no work may commence before a contractor, a contractor's employees and/or sub-contractors have undertaken the Departmental contractor's induction or have reported to the relevant Campus Infrastructure contact.

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Similarly, the contractor should report back to the Campus Infrastructure contact on completion of any work - this requirement applies to each, and every project or maintenance request undertaken.

The contractor shall, before commencing any work, furnish the Campus Infrastructure contact with detailed and specific written risk assessments and method statements on how they intend to control any hazards identified.

Any member of the University shall be empowered to suspend all works, or part thereof, in the event of any non-compliance by the contractor with his legal duties for health, safety and welfare matters, provided it is safe to do so. The contractor shall not resume provision of the service until the Director of Campus Infrastructure, or their nominee, is satisfied that the non-compliance has been rectified. The contractor shall bear all costs associated with any suspension and resumption of the service.

Competence

All contractors' management/supervisory staff employed by the University will have to demonstrate competence in both appropriate management skills and health and safety.

Monitoring of health and safety is the contractor's responsibility, however, formal inspection and/or auditing will be carried out at intervals depending on the nature of the work. This will include site compound set up, signage, cleanliness, dress, attitude and HSE notices. The following documents should be available for inspection on the site:

- A copy of liability insurance.
- A copy of employer's liability insurance.
- A health and safety policy.
- Risk assessments.
- Method statements.
- Young person's risk assessment as required.
- Test certificates for plant/machinery.
- Qualifications and/or other evidence of competence of employees.
- Vehicle MOT, insurance, and relevant driving licenses.
- Permits to work.

Contractors will also be required to provide evidence that their employees and sub-contractors have undertaken asbestos awareness training where appropriate.

All electricians must complete the University's electrical induction, including an inspection of electrical safety equipment, in addition to the general induction. This must be taken very two years.

The CDM Regulations 2015 and The Management of Health and Safety at Work Regulations 1999 place a clear duty on the University to employ competent people. Before commencing works all new contractors' operatives must complete a contractor's induction via the University's SkyVisitor Contractor Management System. Contractors who regularly carry out works on behalf of the University will be required to complete a refresher induction every 12 months.

Contractors may not sub-let to other contractors without ensuring the competence of that contractor and providing the University with proof of that competence.

Risk Assessments and Methods Statements

Prior to starting work for the University, the contractor will need to make available risk assessments and methods statements (RAMS) to their Campus Infrastructure contact. All RAMS need to be:

- Safe — All risks identified with suitable controls in place to address all known hazards associated with the task.
- Suitable — The task and method are clearly defined and detailed and relevant parties briefed.
- Specific — The date, the location and the people involved or affected all clearly identified.

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RAMS will be subject to regular review, be updated when required throughout the project and must be available for inspection at any time.

Contractors who deliberately flout the University of Bath's procedures, or do not adhere to assessment controls, will be acting without their duty of care and in contravention of their responsibilities under health and safety. Consequently, their names may be removed from any 'approved list' for future work.

NB: You are advised that the University is not permitted to approve contractor's RAMS and that this duty remains, always, the responsibility of the contractor.

SkyVisitor – Contractors Management System

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

A contractor's Campus Infrastructure contact (or other departmental contact) will organise their inclusion onto the SkyVisitor contractor management system. Contractors will be required to provide evidence of current PLI and ELI insurance documentation, their Health and Safety Policy, job specific RAMS, and recent UKATA Asbestos Awareness certificates for all their employees working on site.

All Contractors undertaking work for Campus Infrastructure, or other University department, must sign in using one of the automated kiosks (these are located in the Campus Infrastructure Office, The Library, and Green Park House reception areas). Once signed in, the contractor will be issued with an ID badge and parking permit.

Complete an Induction

As part of the booking procedure, the contractor's employees will be required to complete the Campus Infrastructure induction. They will not be able to sign in until the induction has been completed. Those undertaking any electrical work need to complete an additional electrical induction. This requirement will be confirmed by your Campus Infrastructure contact.

Create an account to view Asbestos Register

Before a contractor starts any work on University buildings, they must check the asbestos register. When planning any works, a contractor's Campus Infrastructure contact will set up an account in MiCad that will give the contractor access to the asbestos register. Once the account has been set up, the contractor will be able to access the register remotely, a significant resource when producing job specific RAMS.

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Permits to Work

Permits to work are a formal management system used to control high risk activities. These enable an assessment of risks to be made and to specify control measures which will be put in place to minimise the risk.

Permits to work will usually be necessary for such activities as maintenance or construction work by external contractors or University staff unless a risk assessment indicates otherwise.

Examples of the types of work for which permits will be required include:

- Working at height (on roofs, etc)
- Working in confined spaces, for example, ducts.
- Hot work, e.g., welding, soldering, or cutting using hot flame techniques, etc.
- Isolation of or modification to fire safety systems, alarms, etc.
- All electrical works other than final circuit isolations.
- Excavation of trenches and/or penetration or staking.
- When breaking into any pressurised system.

During the acceptance of a Permit to Work the recipient must confirm:

- Where the safe working area is.
- Where the points of isolation are.
- Where adjacent live equipment is.
- Points of work where system has or will be confirmed dead.
- What works they will be carrying out.

Roof Access Permit

Working at height / roof access permits will be dependent upon the weather and restricted / cancelled in icy weather, snow, or wind speeds greater than 23 miles per hour (12.5m/s)

All work involving the access to any roof under the control of the Department of Campus Infrastructure, both on and off campus, will be subject to the issue of a Roof Access Permit by an authorised person acting on behalf of the Director of Campus Infrastructure. Before the Roof Access Permit is issued RAMS must be produced. They must include an emergency and rescue plan, all to be delivered a minimum of 72 hours prior to works starting.

The issue of Roof Access Permits for minor maintenance works, or other related activity carried out using external contractors, shall be the responsibility of the contractor's CI contact requesting and specifying the work.

Hot Work Permits

All work involving the use of equipment, which, during normal operation, involves the production of heat or sparks, or has a naked flame, will be subject to the issue of a Hot Work Permit by the contractor's CI contact, acting on behalf of the Director of Campus Infrastructure.

The issue of Hot Work Permits for minor maintenance works, or other related activity carried out using external contractors, shall be the responsibility of the contractor's CI contact requesting and specifying the work.

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Confined Space Permit

Before a Confined Space Permit is issued a full assessment must be made and recorded on the Confined Space Precaution Form, 'Part 2'. RAMS should be produced.

The issue of Confined Space Permits for minor maintenance works, or other related, activity carried out using external contractors shall be the responsibility of the contractor's CI contact requesting and specifying the work.

Electrical Permits

Any connection, modification, or work on any complex circuit, main or sub main LV switchboard, cable external to a building, stand-by generators or where the LV AP deems necessary will be subject to the issue of a permit to work by an authorised person acting on behalf of the Director of Campus Infrastructure. Before the Electrical Permit is issued RAMS must be produced.

The following electrical permits are in operation within the confines of the University of Bath campus:

- Limitation of Access for High Voltage Systems
- Safety Programmes for High Voltage Systems
- Permit to Work for High Voltage Systems
- Limitation of Access certification Low Voltage Systems
- Safe to Work Permit for Low Voltage Systems Made Dead
- Safety Programmes for Low Voltage Systems

Issue of Electrical Permit

Electrical Work Permits are required for any work involving the use of equipment by any persons carrying out work on the University campus.

The issue of Electrical Permits for minor maintenance works, or other related, activity carried out using external contractors shall be the responsibility of the LV AP contact requesting and specifying the work.

Issue of Excavation and/or Penetration Permits

Where a contractor is employed by the University to carry out excavation works within the University campus an excavation permit must be obtained from their CI contact responsible for ordering the works.

All excavation work shall be carried out in accordance with guidance note HS (G) 47.

The Department of Campus Infrastructure hold extensive records of existing services and these records must be checked against the proposed area of excavation.

Location of existing services must be undertaken before excavation commences, pipe and cable routes should be identified and marked.

Operators of cable and pipe location devices must be fully trained and licensed to undertake this works.

The contractor is advised that due to the size of the University campus it's 'Buried Services' plan is **indicative only** and as a result the area in question must be CAT scanned prior to any excavation taking place.

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Permit to Isolate Active Fire Alarm Equipment

If active fire alarm equipment is required to be isolated, or smoke/heat detectors covered to prevent accidental operation, a permit to isolate must be raised and issued by the University's Electrical Engineers or Clerk of Works (Electrical).

The authorised people above will arrange for the active fire equipment to be isolated.

Contractors must not attempt to isolate active fire equipment; this includes covering smoke/heat detectors, without a permit being in place.

If smoke/heat detectors are covered, they must have the covers removed at the end of each working day.

Active equipment, which requires isolation outside of normal working hours, must be authorised in writing by the Electrical Services Manager.

Asbestos

Prior to starting any work where there is a likelihood that asbestos may be disturbed the contractor should obtain written details of the area concerned, from the University asbestos database, and the management regime in place for that area, either from the Campus Infrastructure contact or by accessing the database themselves.

The live database is available using the computer located in the reception area of the main Department of Campus Infrastructure' building. It is the responsibility of the contractor to note the existence of asbestos in the areas they are working in, and if this restricts their ability to do their work safety then they must notify the Campus Infrastructure contact immediately. The contractor must sign the Asbestos Register Log, located next to the computer, every time the Asbestos Register is reviewed. A printed copy of the Asbestos Register is available from the Campus Infrastructure contact by request. However, the contractor may print the drawings and register details on the printer provided. If larger drawings are required, they should request them from the Campus Infrastructure contact.

Contractors attending out of normal working hours or responding to an emergency call out shall:

- Report to Security on Level 2 of the Library advising them of the nature of the call out, and location.
- Obtain keys required for access.
- Request access to the Asbestos Register, which must be reviewed before commencing any work.
- The contractor must sign the Asbestos Register Log, located in Security.
- It remains the sole responsibility of the appointed contractor to ensure that all their employees or sub-contractors are aware of the Asbestos Register and the need to comply with the University's requirements in this regard.

If there is any doubt as to the level of risk involved, relative to asbestos containing materials (perceived or real), then the works should cease with immediate effect.

If accidental damage or disturbance of materials suspected as being asbestos is found, then work should stop immediately, and the Campus Infrastructure contact informed without delay.

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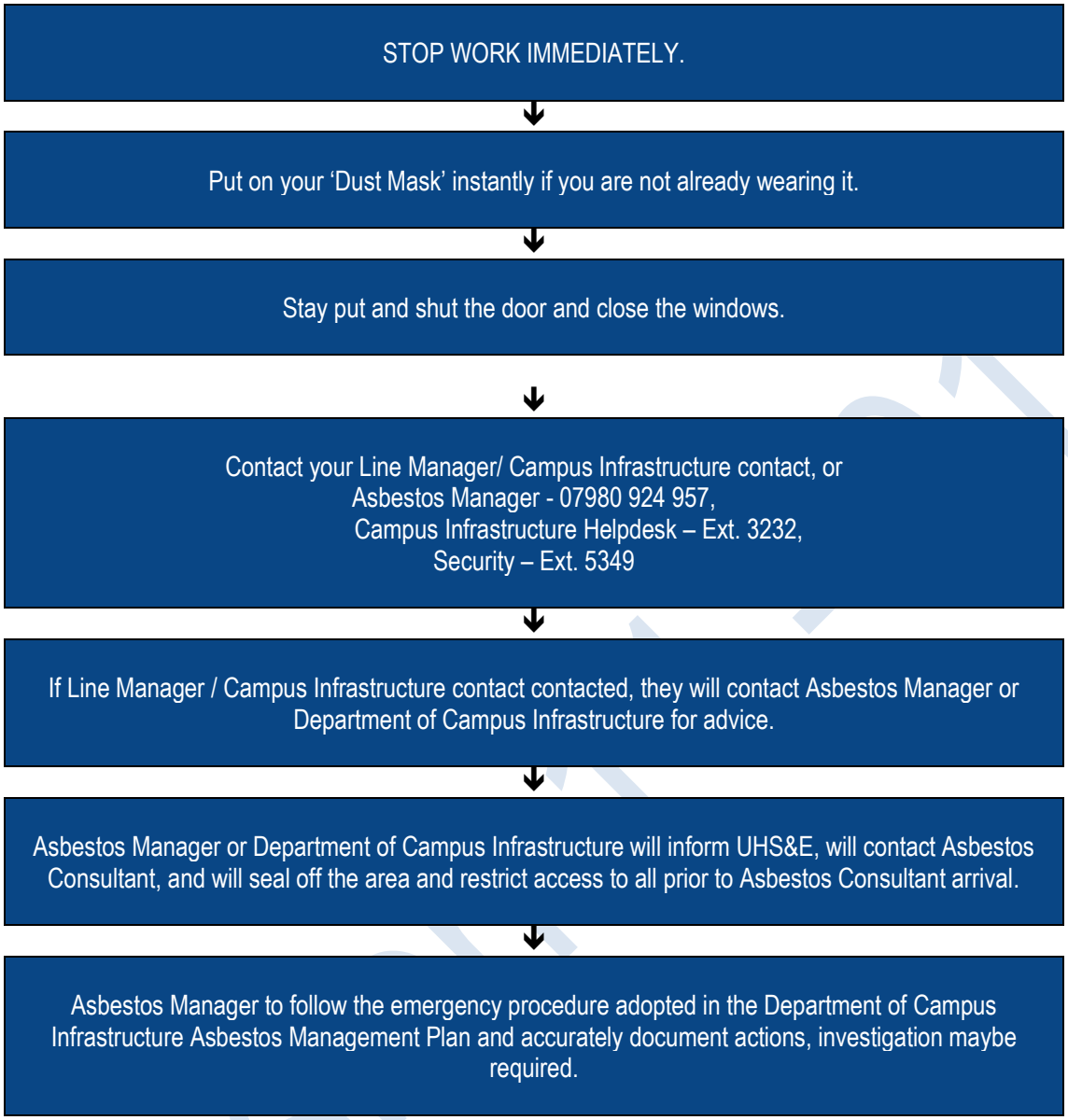
The following steps must take place if you disturb or damage materials that could contain asbestos:



Any work being undertaken where the contractor believes they have been exposed to asbestos should be reported immediately to the Campus Infrastructure contact.

Asbestos works will only be carried out under the control of the University of Bath and their approved contractors/consultants.

Full details of these requirements are included in the Asbestos Management Plan.

Ceiling Voids

The University is aware that certain ceiling voids within specified buildings may contain hazards such as live cables, unspecified debris, asbestos, sharp edges, dust, and other irritants. A contractor should contact their CI contact to establish what hazards are present.

Emergencies

During induction by the Department of Campus Infrastructure the general emergency procedures for the campus will be explained. The contractor's CI contact will explain the procedures for the area of work relating to the specific contract, including fire escape routes, location and type of fire extinguishers and fire assembly points. The contractor will also provide to their CI contact the following information:

- Name of first aider.
- Confirmation that the workers have been trained in the use of any fire extinguisher they may have to use.
- Contact name and telephone number at head office in the event of emergency.
- Action the contractor will take in the event of emergency.

Fire Precautions for Contractors

There is a legal obligation on the University of Bath to achieve and maintain an acceptable standard of fire precautions within the premises for which they are responsible. This responsibility extends to ensuring that contractors are also made aware of their responsibilities whilst working on-site and within University's buildings.

General Fire Precautions

If a contractor discovers, or suspects, a fire, they should raise the alarm by operating the nearest fire alarm point and then ring Security on 666. If trained to do so, a contractor may tackle the fire with appropriate equipment.

If a contractor hears the alarm, or after actuating a fire alarm call point, they should evacuate the building by the nearest available exit and assemble at the designated assembly point for that building. A map showing the buildings assembly point is located next to the fire alarm point. All University staff should be aware of any local contractor controls in place. If the alarm has been activated because of a contractor's activities, for example, by sparks, fumes, or accidental cutting of alarm cables, then they must still evacuate the building.

Contractors should not, following an incident, re-enter the building until told it is safe to do so.

Before Commencing Work

Where the existing fire detection system is isolated or removed, the contractor must ensure a temporary system is in place and approved by the University of Bath.

The contractor must ensure that they are familiar with the route of escape (including any alternative routes) from the area they are working in, bearing in mind that they may be working in basements/roof voids and similar areas where the route is confined, and plant or machinery must be negotiated.

The contractor should locate the nearest break glass alarm point, if this cannot be found the contractor should contact their CI contact who will give detailed instructions on the method to be used in raising the alarm should the need arise.

The contractor should ensure they are familiar with the nearest source of any firefighting equipment within buildings.

General Rules to be followed:

If work to be carried out necessitate the temporary closure of, or restrict the use of designated exits, for however short a time, then should be brought to the attention of the contractor's CI contact who will arrange for an alternative route to be clearly marked before the work commences, and that all persons working, or using these areas, are informed.

The correct storage, securing of and stacking of materials plant and machinery used during the contract will be the responsibility of the contractor. The contractor (or any sub-contractor) will ensure that existing routes are kept passable, and all doors/stairwell kept clear.

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All equipment utilising a naked flame is to be turned off or disconnected after use, on every occasion. Before commencing any work involving a naked flame/spark, etc., the contractor shall contact their CI contact to ensure that the University's Hot Work Permit system is in place.

Any use of flammable or toxic chemicals and gases is to be in strict accordance with and only as per the manufacturer's instruction and conditions of use. All such materials are to be kept in the correct containers and stored securely when not in use. Approval for storage must be obtained from the contractor's CI contact.

Whilst on site, and always when works are being carried out, the contractor will ensure that suitable fire extinguishers are available close to the area of the works. University extinguishers shall not be removed and used for this purpose.

Invacuation

Should a situation (such as a leak of dangerous chemicals) arise, which results in the need to warn University users to move inside, then an Invacuation Alert will be sent out to all on site networked computers and messages will also appear on electronic screens.

The contractor should enter the nearest building, if instructed to do so by a member of University staff, or a member of Security. The contractor should take immediate cover away from windows and doors, which should remain closed and locked, and remain in the secure area until given the 'all clear' by Security staff (First Responders), the Emergency Services, or by any of the emergency message services.

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 instances these items need to be checked prior to any works commencing.

Where works are on-going any activities likely to adversely affect, or impact, upon the structure being operated upon should cease with immediate effect until advised otherwise by the Department of Campus Infrastructure.

University Department Hazards

There are numerous laboratories across the University of Bath campus containing a variety of hazards. Contractors required to work in laboratories must discuss the potential hazards prior to work commencing with the Campus Infrastructure contact and/or the laboratory technician. Access to undertake the work shall be arranged in advance by the Campus Infrastructure contact with the laboratory supervisor.

Contractors and consultants, this includes surveyors, are to ensure that, before entry to a departmental laboratory they have received written clearance for access or are escorted. In a laboratory this clearance should be in writing (Laboratory and Workshop Pass). Clearance details should be obtained from your Campus Infrastructure contact.

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A contractor must not touch any experiments or equipment whilst carrying out works. If equipment and/or materials have been left in the contractor's work area, then they should cease all works and contact the Campus Infrastructure contact to arrange for the safe removal of the equipment/materials.

COSHH

Where harmful substances are used the following applies:

- COSHH Assessments and Material Safety Data Sheets (MSDS) 'must' be on site and adhered to.
- Consideration of the building occupiers should be made regarding any fumes that may extend beyond site boundaries.
- Evidence that workers are not exposed to levels exceeding the Occupational Exposure Levels (OEL) stated on the assessment sheets should be available for inspection.

Legionella

The University of Bath's Department of Campus Infrastructure actively manages the risk of Legionella across its estate. Care should be taken by contractors to avoid the creation of aerosols when dealing with water systems where water flow may be stagnant or where water temperatures are between 20°C and 45°C. All works shall be in accordance with HSE Approved Code of Practice & Guidance L8 and HSG 274 with certification provided in accordance with Campus Infrastructure' specifications and it's "Written Control Scheme", copies of which can be obtained from the Campus Infrastructure contact.

Drainage Systems

Care should be taken when dismantling internal drainage systems as these may contain hazardous substances. In the case of laboratories permission to work on the drainage will be required as these may need decontamination. The disposal of liquid hazardous waste is usually via a dedicated sink and waste run direct to the foul sewer. It is the responsibility of the lab technician to drain and flush the system and inform the Campus Infrastructure contact once complete. The Campus Infrastructure contact will then give permission to the contractor to commence works.

External drainage systems will present many of the hazards as above, however, at this stage the concentrations should be much lower due to dilution. Risks here are more likely to be focused on confined space issues and vermin. Personal protective equipment must be worn such as disposable suits and gauntlets. Breathing apparatus may be required. Contractor's employees must wash their hands after carrying out work on drainage systems.

Accident Reporting

The contractor shall record all accidents, which arise out of the contract works in areas under his control. The contractor shall keep these records for the minimum statutory time and shall provide copies of accident forms and accident statistics to the Campus Infrastructure contact.

The contractor shall notify the relevant health and safety enforcing authority, within the statutory times periods, of any injury, dangerous occurrences or disease which is reportable under the current Reporting of Injuries, Diseases and Dangerous Occurrences Regulations arising from activities under his control. Copies of any such reports are to be provided immediately to the Campus Infrastructure contact who will complete a University of Bath Accident / Incident Report form.

Site Order

Principal / main contractors should consider how they will manage the site to ensure that it is kept in good order.

- Traffic routes should be segregated from pedestrian routes.
- The procurement of materials should be managed to ensure that only the minimum amount of materials are stored on site at any time.

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- Everyone working on the site should be aware of the site policy for managing the movement and storage of materials around the site, and the removal of waste from work areas.

Everyone on site needs to play their part.

- Walkways and stairs should be kept clear and free from obstructions.
- Footpaths should be firm and level, stoned up if necessary.
- Work areas should be kept as clear as possible of unnecessary materials and waste.
- Materials should be stored safely, whether in the site compound or around the site.
- Workers should comply with the site arrangements for the removal of waste.
- Site order problems should be reported to the site management – See it, sort it!

Contractors must ensure suitable and sufficient safe access to and from all places of work, (consideration of children and young persons' access to hazards), and mitigate all risks as identified with their site-specific risk assessments and method statements.

Housekeeping

It is imperative for the safety of the contractor's employees and University staff, students, and visitors that all contractors keep materials in an orderly fashion in the designated place. Also, that any debris or waste arising from the works are cleared away as soon as is reasonably practicable. Any waste not cleared which causes a hazard will be cleared by the University and the associated cost charged to the contractor or debited to their account.

Waste Management and Environmental Awareness

Waste Management

Contractors have a duty of care to ensure that waste is contained and secured safely to prevent pollution and harm.

Waste arising from contracted work is the contractor's responsibility. The contractor is the producer of the waste, not the University. Therefore, waste arising from the contracted work should NOT be disposed of in waste facilities belonging to the University unless prior agreement has been given by the Campus Infrastructure contact.

Contractors must ensure that:

- Waste is securely stored in suitable containers prior to disposal.
- Skips, etc., are positioned in agreement with the Campus Infrastructure contact.
- Skips are emptied when full.
- Waste is transported and disposed of by an authorised waste carrier.
- All general and hazardous waste is disposed of in line with current regulations.
- Appropriate documentation (transfer note) is completed when waste is disposed of, and a copy is provided to the Campus Infrastructure contact.
- A site waste-management plan is produced in line with current legislation, a copy of which must be provided to the Campus Infrastructure contact.

All waste must be removed from site on completion of work. Any waste that is not removed will be disposed of by the University and the cost for doing so will be charged to the contractor.

Environmental Awareness

The University recognises the importance of sustainability. It aims to develop a sustainability strategy to reduce our overall environmental footprint.

Contractors are encouraged to engage with the University in achieving its environmental impact reduction targets and are asked to consider how to reduce, re-use or recover waste produced by the works carried out at the University.

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Site Signage

The contractor must provide and maintain any protective fencing, barriers, warning notices, signs and other safeguards and protection, which may be needed for the construction or maintenance works.

Contractors must ensure that adequate warning notices of construction site safety are displayed. These must:

- Highlight specific hazards.
- Identify site boundaries.
- Inform correct procedures on arrival.
- Provision for egress under fire alarm conditions.

The warning notices must inform the public and employees alike and be both suitable and sufficient for the prevailing site conditions.

The contractor must provide the following notification sign stating:

- Name of principal contractor on site.
- Address and contact telephone number.
- Emergency telephone number.

Notifiable Works Under CDM 2015

The principal designer will supply pre-construction health and safety information to the principal contractor, so that they may prepare a Construction Phase Plan. This plan shall be submitted for approval to the principal designer at least two weeks before the commencement of work.

During the design stage the principal contractor will be required to attend design team meetings, to give their input relating to the buildability of the works.

During the construction phase the principal contractor will hold regular meetings at which on-going design, buildability and risk will be discussed.

The principal contractor will advise the principal designer as to how matters discussed will be passed onto those who need to know, and to the workforce.

The principal contractor will receive from the principal designer a list of items that are required for the Health and Safety file. On completion of the works the Health and Safety file will be passed by the principal designer to the Department of Campus Infrastructure. The Health and Safety file will be maintained at the Department of Campus Infrastructure and information contained in the file will be passed to future designers and maintenance workers as necessary by the Campus Infrastructure contact.

NB: For schemes that are not notifiable the same safety related elements will be applied relative to the need to produce a Construction Phase Plan.

Issue of Permits - Project Works (involving full CDM compliance)

Where a contractor is employed by the University to carry out works which fall within the scope of the CDM Regulations, the Campus Infrastructure contact, in the role of client, shall be responsible for submitting this procedure to the principal designer as part of the “Client Information” requirements relating to existing health and safety measures. The subsequent Construction Phase Plan must include a safe system of work which incorporates the issue of work permits by an authorised person. Copies of completed permits are to be retained by the contractor in the site Construction Phase Plan for inspection by the Campus Infrastructure contact or principal designer as required.

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Non-Notifiable Works Under CDM 2015

All contractors shall submit to the Department of Campus Infrastructure a Construction Phase Plan, method statement and associated documentation relating to the health and safety competence of the worker, for the work they are to undertake before any work starts. The University must be advised of any worker who does not speak English or who has a medical condition that may affect their safety, or the safety of others, by the contractor. In the event of non-UK employees being employed, documentation will be provided by their employer to prove they are legally entitled to work in the UK. The method statement will be reviewed for relevance by the Campus Infrastructure contact for the work and the Campus Infrastructure contact will explain the following:

- The hazards relating to the work area and access routes to the work area, including asbestos related issues (where known).
- The rules relating to working in that location.
- Any interface requirements with the occupiers and security requirements.
- The area of the works.
- The timing of the work.
- Parking restrictions.
- The location of the welfare facilities for the workers.
- First aid and emergency procedures.
- Invocation warning system and action to be taken.

The contractor will explain the method statement to his workforce and ask for their opinion. In the event of there being an agreed change of method, the method statement shall be revised and re-submitted to the University. The person issuing the method statement will obtain a signature from the worker to confirm that they agree to work in accordance with their method statement.

The contractor will advise the Campus Infrastructure contact when the work is complete and of any problems they may have encountered, so that these will not occur on future works.

If bulk storage of materials is required before commencement of the work, prior arrangements must be made with the Campus Infrastructure contact assigned to their contract.

You are reminded that it is the responsibility of the contractor to provide, manage, and amend as appropriate all risk assessments and method statements necessary for the works being undertaken. The University will monitor (as appropriate) that there are being complied with, but it should be noted that the University is not responsible for checking their suitability as they may not be fully conversant with the technical nature of the works being undertaken or the competence of the contractor's staff.

Issue of Permits - Project Works (not involving full CDM compliance)

Where a contractor is employed directly by the University and does not take possession of a site under the Form of Contract used, the Campus Infrastructure contact shall be responsible for liaising with the authorised person for the issuing of permits. In the case where the contractor is responsible, under the Terms of the Contract, for the management of the site, the Campus Infrastructure contact is responsible for ensuring that the contractor operates a system for the authorisation of works.

This must provide for the issue of a work permits, which follows substantially the same format as that detailed within this procedure.

Contractor Welfare

The CDM Regulations 2015 place a duty on contractors to provide their staff and sub-contractors with adequate access to toilet and washing facilities, a place for preparing and consuming refreshments and somewhere for storing and drying clothing and personal protective equipment.

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In most circumstances the contractor will be allowed to use University toilets and refreshment areas. This should be confirmed with the Campus Infrastructure contact before work begins.

Where no existing facilities have been identified, contractors must provide adequate welfare facilities for their workforce.

Any welfare facilities provided by the University must be always kept clean and tidy and handed back in the condition in which they were initially used. Failure to do so will result in the facility being withdrawn. Any costs incurred to clean and remedy breakages will be recovered from the contractor.

On CDM Notifiable Contracts the University will make periodic checks of the above.

Unattended Works and Equipment

It should be noted that the open access to the University campus creates a haven for children at play, that it hosts several conferences and events attended by under 18's and is the residence of young adults attending courses who have ready access to alcohol. Therefore, it is particularly important that contractors leave unattended works in a 'free from hazard' condition, i.e., scaffolding access ladders to be removed or plated and locked together with other suitable safeguards to protect children and vulnerable adults and to prevent the opportunity of theft.

All work equipment must be left secured against unauthorised use and, where possible, disabled (including heavy plant and machinery). It is not enough to leave equipment within the site boundary. Equipment should be left inoperable with physical lock-off or interlocks to prevent unauthorised use as supported by good practise guides, ACOPS or manufacturers recommendations.

Delivery of Materials

Contractors must discuss the delivery of large amounts of materials with the Campus Infrastructure contact prior to work commencing. Special arrangements may be required for the safe delivery of large amounts of materials, e.g., access, parking, loading, and unloading. Certain time restrictions may be applied.

If using a satnav, the University of Bath's GPS coordinates are latitude 51.378344, longitude -2.325202.

Please note that the main entrance to the campus is accessed via Claverton Down Road/Norwood Avenue/Convocation Avenue (BA2 7BA), not Quarry Road.

The contractor shall provide adequate supervision for off-loading and delivery of materials and equipment.

Plant, Materials and Equipment (General)

All plant, materials and equipment used by the contractor must be of good construction, sound material, adequate strength, free from patent defects, properly maintained and competently operated and routinely inspected by a competent person (insurance inspector) when required.

All plant, including cranes, lifting machines, and lifting gear, must be safe and fully efficient in use, guarded and equipped with safety devices wherever required and tested and examined in accordance with 'Safe Use of Lifting Equipment' and the Lifting Operations and Lifting Equipment Regulations 1998 and when required marked as to the noise level that is likely to be generated by the plant. It is essential that plant to be used is effectively silenced.

Periodic maintenance must be carried out in accordance with manufacturer's instructions. Statutory registers, certificates, and notices when appropriate are to be displayed or readily available for inspection. Evidence of maintenance and testing should be available on site for inspection.

Ref: L22 Provision and Use of Work Equipment Regulations 1998 (PUWER)

Operators must be properly trained and competent in its use. Similarly, for subcontracted work.

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All electrical work and work involving the use of electrical tools and equipment shall be carried out in accordance with the Electricity at Work regulations 1989 and with University rules for all portable electrical equipment.

Tools are to be rated max (110V) although battery powered tools are preferable. All electrical equipment shall have an up-to-date PAT certificate and labelled as such. This is important not only to protect contractor's personnel, but also to protect the electrical services of the University. No electrical extension cables should be run through doors or windows.

All practical steps are to be taken to prevent circuit conductors and electrical equipment being made live whilst work is in progress. 'Approved type' caution notices are to be displayed incorporating date, name, and contact details.

The main contractor will be responsible for ensuring adherence by the electrical contractor.

All items of equipment and materials are to be stored on site and undercover to prevent deteriorations. The area in which items are to be stored will be designated by the Campus Infrastructure contact for the scheme. The contractor shall be responsible for the security and loss of any materials.

All materials whether permanent or temporarily used on the works are to be safe and properly used and any manufacturer's instruction or known hazards relating to use, handling, or storage, is to be made known to the Campus Infrastructure contact as well as their own and any other sub-contractor's workforce.

Please note that the University is not permitted to supply/loan equipment to any third parties, under any circumstances.

It remains the responsibility of the contractor to supply all necessary equipment which will be suitable and sufficient to complete their works.

Scaffolding

All independent and tower scaffolds for access and material handling purposes shall be erected in accordance with BS EN 12811 – 1:2003 Temporary Works Equipment, Scaffolds – Performance and General Design (TG20. 13). All scaffolding shall be erected only by trained and/or authorised competent persons. Evidence of competence should be available for inspection. Any scaffold which remains erected for more than one week should be inspected at least once per week and after every occurrence of bad weather which may influence strength and stability. The inspection is to be carried out by a competent person and a register of such inspection(s) to be retained on site for inspection by the Campus Infrastructure contact.

Project Supervision

Contractors must ensure that a competent employee of suitable experience is always present on the project to supervise and direct the works and to receive and implement instructions from the Campus Infrastructure contact. They should hold an in-date supervisor CSCS card and / or have CITB SMSTS Training or equivalent.

Safety Equipment and Corporate Workwear

The contractor shall provide, free of charge, all necessary Personal Protection Equipment (PPE) for their workforce including, but not limited to, safety footwear, helmet, ear defenders, eye protection, etc., required by statue. This equipment will need to be checked at recommended internals to ensure it still complies. Where necessary instruction in its use should be offered to all users.

All contractors and their employees working at the University of Bath, must wear clothing or a high visibility vest bearing their company logo. During periods of hot weather, the removal of tops is not permitted anywhere on site.

Control of Pollution

Contractors may not deposit any waste, chemical or any other substances, whatever into the drains or refuse disposal containers, on University of Bath premises. Any toxic substances shall be collected and stored separately whilst on site and

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the disposal arranged in accordance with the appropriate regulations. A record of any such disposal, including the name and address of any disposal contractor, the date of the disposal and the quantity of substances disposed of, shall be kept by the contractor. A copy of the record shall be given to the Campus Infrastructure contact for their records.

Children

No children under the age of sixteen are permitted to be in building areas where construction or maintenance work is taking place or external areas where contractors are working. This prohibition includes the children of staff, students, visitors, and contractors unless on an approved scheme with the express permission of Campus Infrastructure, i.e., Work Experience.

Co-operation

The University could have several projects under construction at any time, in addition to the normal problems associated with the everyday functioning of the University campus. Contractors will be expected not only to co-operate with the University, but also other contractors, to ensure the health, safety, and welfare of all.

To assist in this the University holds regular project co-ordination meetings, with contractors carrying out larger works expected to attend.

The Campus Infrastructure contact will provide co-ordination information for smaller works as appropriate.

Danger/Warning Notices

The contractor shall not touch any equipment if a University notice is attached / displayed to any electrical/mechanical equipment. If the contractor is expected to work on the equipment, then he must contact the Campus Infrastructure contact before works commences.

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

The University of Bath aims to provide a working and learning environment which will be stimulating, supportive and free of harassment and bullying, by any person whether University employee/member or an external third party. All employees and students have a right to be treated with dignity and respect. The University is determined to eradicate any such behaviour and any incidents will be regarded extremely seriously and may be grounds for the expulsion of a third party off the University campus. Formal action will always be taken if an employee complains of harassment by a third party on two separate occasions.

Disciplinary Procedures

All contractors are encouraged to maintain a high standard of discipline among their workforce to promote good standards of health, safety, and environmental management.

The Department of Campus Infrastructure operates a red and yellow card system for contraventions to health and safety. Should a member of the Department see a problem with the way a contractor is working then they will decide on an appropriate action, based on common sense, experience and the mismanagement of the hazard/risk.

This action could either be the issue of a verbal warning, or a yellow or red card. See examples:

Verbal Warning issued for:

- Incorrect PPE in a non-hazardous task.
- Actions that do not break HSE guidelines but are close to the limit.

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Issuing of Yellow Cards

Yellow card incidents will be reported to the contractor's supervisor / H&S representative. If a contractor receives a yellow card, they will be required to attend a re-induction, along with their supervisor, within 24 hours. The contractor may also be monitored or required to take additional training. If a contractor receives a further warning for the same offence, they will be asked to leave site. Copies of warnings will be sent to contractor's employer. A yellow card will automatically expire three calendar months from date of issue, or 3 calendar months from date of last issued card if overlapping.

Yellow Card issued for:

- Incorrect PPE in a hazardous task e.g., disc cutting, COSHH area.
- Contravention to HSE guidelines that is not life threatening.
- Contravening RAMS.
- Personnel not signed in or inducted.
- Incorrect erection and/or use of access equipment.

Project Managers/Supervisors will record in the site diary all information and operative details such as the individuals name and company, the infringement/s or breach/s observed, the time and date of the incident and the action taken to ensure a full auditable trail.

Red card incidents will trigger an immediate end to the works and the contractor being asked to leave campus. The contractor will not be permitted to return to campus, or any other University of Bath site, until the completion of an investigation report with the contractor's employer.

A full investigation will be carried out by the contractor's Department of Campus Infrastructure contact, responsible for the works, Compliance Manager, and relevant discipline Senior Manager. An incident impact and rectification meeting will be held with the contractor's employer's H&S Manager and a relevant Contractor Director. If the conclusions of the investigation find the contractor has been negligent, then contractor's employers will be removed from the Approved Contractors list and will not be asked to undertake any further work at the University. Red cards will be taken into consideration for future procured works and an accumulation of three red cards in a twelve-month period will preclude the contractor's employer from the Approved Contractors list.

Red Card issued for

- Blatant neglect of H&S rules
- Buried Services Strike
- RIDDOR reportable accident
- Insecure electrical connections
- Incident following issue of two current (not expired) yellow cards for an individual
- repeated offence individual or contractor
- Offensive behaviour

Disturbance

Before any works commence the contractor should discuss with the Campus Infrastructure contact the occupancy of the area. The contractor must be aware of exam periods, lecture times and any other contractors working in the area. Disturbance within the academic areas of campus must be, as fair as is responsibly possible, kept to a minimum.

Gas

Anyone undertaking work or design duties on natural gas networks MUST be Gas Industry Registration Scheme (GIRS) accredited. Anyone working on gas systems downstream of the building emergency control valve (ECV) or meter must be registered with 'Gas Safe' to work on either domestic or commercial gas systems as appropriate. Prior to works commencing confirmation must be received from Engineering Services Manager.

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Interruption to Utilities Services

Interruptions to any of the utilities (gas, electricity, and water) serving the University of Bath causes considerable disruption. Contractors must, therefore, obtain permission from Campus Infrastructure before any disconnections of any supplies takes place in any University buildings and follow the Departmental shutdown procedures as detailed by the Campus Infrastructure contact.

Except in an emergency the fire alarm, smoke detectors, data cables, telephone, electricity, gas, and water supplies in a building must not be cut off, or otherwise interrupted, without prior written permission of the Department of Campus Infrastructure.

Keys

Keys and entry swipe cards, if required, will be arranged by the Campus Infrastructure contact. Any security access equipment provided to the contractor must be returned on the day of the project being completed unless this period is explicitly extended by the Campus Infrastructure contact. If such equipment is not returned promptly the contractor may be held responsible for any costs involved in the replacement of security access equipment including changing locks and reprogramming entry systems. The cost of replacing locks linked to a master or sub-master key may exceed £30k.

Lifts

No access is permitted to lifts, lift shafts and/or lift motor rooms without the express permission of the Engineering Services Manager or Electrical Engineer.

Contractors are not permitted to use University lifts to transport equipment or materials.

Lone Working

Contractors should ensure that if working alone on the University of Bath premises they have suitable controls in place for the safety of the lone worker (this includes the self-employed). Employers are responsible for their employee's safety. If you are a sole trader, you should make arrangements with the Campus Infrastructure contact for what cover you require.

Radios

Radios are normally permitted on campus, but the volume must be always kept low.

Security

Contractors must take reasonable care of University property including its buildings, fittings, and fixtures. They shall observe all security requirements by not leaving doors open or unlocked if they are required to be kept closed and locked.

Services

No connections may be made to electricity, mains gas, compressed air, steam, and water or gas bottles without authorisation of the Campus Infrastructure relevant AP (Authorised Person).

Smoking, Alcohol and Drugs

Smoking is forbidden in all University of Bath's buildings including the use of electronic cigarettes. This includes offices, workrooms (including laboratories), lecture theatres, conference rooms, corridors, stairwells, lifts, and toilets. Smoking is also prohibited in areas close to open windows and building entrances. Contractors and their employees are requested not

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to smoke within 4 meters of a building and only in a specific area within their compound as agreed with the Campus Infrastructure contact.

Whilst working on the University of Bath campus the consumption of alcohol or drugs by a contractor, or their employees, immediately prior to, or during working hours, is NOT permitted. If a contractor, or their employees, are found to be under the influence of drugs or alcohol while working on campus they will be removed from the site.

Student Residences

If working in student residences, in addition to signing in at the Department of Campus Infrastructure, the contractor will require additional authority from the housekeeper's office or Accommodation Service Centre/HUB for access to buildings that are occupied.

In general, no access to communal areas will be allowed before 9.00am and no access to bedrooms will be permitted before 10.00am. Advanced notice and agreement must be given, and contractor's operatives may need to be hosted in occupied buildings. These arrangements will be confirmed by the Campus Infrastructure contact before commencement of work.

Contractors should also be aware that they will not be permitted to attend works in a residence where under 18's are in occupancy unless accompanied by a member of University staff.

Sub Letting

No contractor may sub-let to another contractor without the prior written approval of the University.

Vehicles – Parking and Movements

Where construction/delivery vehicles are used, the main contractor should ensure that there is a suitable transport management plan (method statement/risk assessments) in place to reduce the risk of vehicle/pedestrian collision. Plant vehicles should only be used by competent persons. Evidence of competence will be required. Main contractors should consider planning vehicle movements outside peak operating times.

If a contractor does not have access to a works compound, then the contractor may be authorised to park their company vehicles on campus, where tools and equipment are required to be close to the area of work. The Department of Campus Infrastructure will issue parking permit(s) to a contractor (limited number of parking permits per contractor's company) and contractors authorisation pass via the Department's contractor management system, SkyVisitor. Contractors or visitors wishing to park personal vehicles may only park in the designated 'Pay and Display' areas in University car parks for the designated charge.

Parking enforcement at the University is managed by First Parking who deal with both payments and appeals against parking permits. Vehicles parked in breach of the University of Bath's parking regulations may be issued with a parking charge notice. The Department of Campus Infrastructure has no authority to revoke or appeal against any penalty ticket issued.

When bringing vehicles onto campus the contractor must agree to abide by the following conditions. These form a part of the contract of parking at the University. The contractor should not park:

- across more than a single marked bay or outside of a designated parking bay
- in an accessible/disabled space
- in a loading bay during restricted hours when not actually unloading
- in a reserved/authorised/named space Monday to Friday
- in a restricted road/street
- in an area reserved for emergency vehicles
- in an unauthorised area
- on double yellow lines or in a cross-hatched area
- on grassed or gravel areas not designed for parking unless directed by Security staff on that occasion

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- in a way that causes obstruction or inconvenience to others
- without clearly displaying the required permit

Vehicle Movements

Contractors should be aware that there is heavy pedestrian and cycle traffic on University sites. In addition, there are pedestrians who are partially sighted or hearing impaired. Vehicles operating on site must follow these safe systems in order of preference:

- Avoid reversing manoeuvres or keep to a minimum.
- Where reversing is required on a regular basis during a project exclude pedestrians from the reversing area by physical barriers as agreed with the Campus Infrastructure contact.
- Ensure that the vehicles are fitted with serviceable reversing alarms, reversing lights and hazard warning lights.
- Wherever possible ensure reversing manoeuvres are supervised with a banksman.
- Do not leave any vehicles or plant unattended with the keys in the ignition in areas accessible by students, staff, and members of the public.

Contractors' vehicles must be road worthy with a current MOT and the relevant business insurance.

The speed limit across campus is restricted to 20 miles per hour but there will be occasions when driving at this speed would be deemed to be unsafe.

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

Weekend Working

Contractor's carrying out works outside of normal office hours and weekends, shall make special arrangement with the Campus Infrastructure contact of the works, for access to keys and ID passes via SkyVisitor, our contractors management system.

Opening Times of Department of Campus Infrastructure' Reception:

Monday to Thursday	8.00am – 4.20pm
Friday	8.00am – 4.10pm
Saturday and Sunday	Closed

Contractors attending out of normal working hours, or responding to an emergency call out, shall report to Security on Level 2 of the Library advising them of the nature of the call out and location, any keys required for access shall be signed for at Security. On completion of works associated with the call out the contractor must obtain a signed work sheet, failure to comply with this may result in delay or non-payment of invoices.

It is the responsibility of the contractor to be able to access the Asbestos Register when working outside of normal office hours and weekends which must be reviewed before commencing any work. The contractor must contact the University's Asbestos Manager requested portal access to the register and a password. If there is any doubt as to the level of risk involved relative to asbestos containing materials (perceived or real) then the works should cease with immediate effect.

Completion of Works

On completion of the works the contractor shall formally hand over the works to the Campus Infrastructure contact and advise the University of the following:

- Accidents that have occurred on site.
- Dangerous occurrences (situations where the public, the client, students, or workers were exposed to uncontrolled risk either by the contractor or the University).
- Problems relating to access.

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- Problems relating to securing work areas against trespass and any breach of security.
- Problems that have occurred regarding the interface between the University and the contractor.
- Problems related to buildability.
- Improvements that the contractor may recommend to the general operations and in relation to the health and safety culture.

The contractors shall return/provide any, or all, of the following:

- Return and sign off any Contractor's Passes.
- Return any keys and/or access cards.
- Return all parking permits.
- Return and sign off any permits to work.
- Provide Operation and Maintenance Manuals either electronically or hard copy.
- Provide electronic versions of updated drawings/floorplans.
- Provide specifications of fixture and fitting used, e.g., paint, carpets, ironmongery, plumbing, lighting, doors, windows, etc.
- Provide training/familiarisation on any new installations.

The contractor shall also:

- Leave the site clean and tidy.
- Remove equipment and consumables which are the property of the contractor.
- Make good defects.
- Remove from site all k and surplus materials.
- Remove barriers, boarding, signage, etc.

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Contractors Acknowledgement

Please return to the Customer Services Helpdesk, via email, titled Code of Safe Working Practices for Contractors. Reacknowledgement of the Code will be required on an annual basis.

I/We the undersigned confirm receipt of the **University of Bath's Code of Safe Working Practices for Contractors Version 11 – 00 January 2025**.

I/We confirm that all employees and sub-contractors employed to undertake works on behalf of the **University of Bath** shall be made aware of this Code of Safe Working Practices as part of their site induction, and all Health and Safety Codes of Practice adhered to in full, a copy will be made available for their reference. *(Part of the Department of Campus Infrastructure induction requires your employees and sub-contractors to have read and be aware of the contents of this document).*

Company Name	

Company Address	

Signed	Print Name	Position	Date

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

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