



Newcastle University

Estate and Facilities and

Procurement Services

Contractor Induction and Financial Guidelines Booklet

Important: The procedures, systems and requirements identified in this booklet must be conveyed to all contractors, their subcontractors and supply chains.

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Estate and Facilities

Contractors Health and Safety Induction

Purpose

To raise contractor's awareness of the potential hazards and risks associated with working on University premises.

Note: CDM Notifiable Projects - the contents of this booklet must be incorporated into Principal Contractors Health and Safety Inductions.

Procedure

1. All contractors will be issued a copy of this booklet.
2. Contractors must ensure that they have read and understood the contents of this booklet and have completed the Induction Assessment and Application Form on page 23. (Any queries should be raised with your University contact).
3. Once the Induction Assessment and Application Form has been completed, the form must be sent to your University Contact. The Contractor Data Base will be updated.
4. Contractors must always display their Contractor Identification badge when on site.

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1.0 Introduction and Induction Booklet Procedures

Introduction

Estate and Facilities (E&F) is committed to ensuring the health, safety and welfare of all employees, students, contractors and others, is not adversely affected by the work it does.

This booklet has been produced to make contractor's aware of hazards/risks and important safety arrangements rules and procedures.

The information contained within this booklet has been produced to provide contractors (and their subcontractors) with information that will help them protect their own, and others, health and safety whilst working at the University.

Important: The information contained within this booklet is not exhaustive and additional precautions may be necessary for specific areas. Should you have any queries or concerns you must stop work immediately and seek further advice from your University contact.

2.0 Parking and Rules for Vehicles Accessing the Campus

There is NO parking for contractors on campus.

Note: Contractors are permitted to park on Campus **only** if their vehicle is **absolutely essential** for carrying out work eg there is equipment fixed to the vehicle eg lorry mounted crane. **Storing/transporting equipment and materials in a vehicle does not qualify as essential**

Important: Principle Contractors are responsible for ensuring subcontractors and supply chain comply with the requirements of the Contractors Parking Policy.

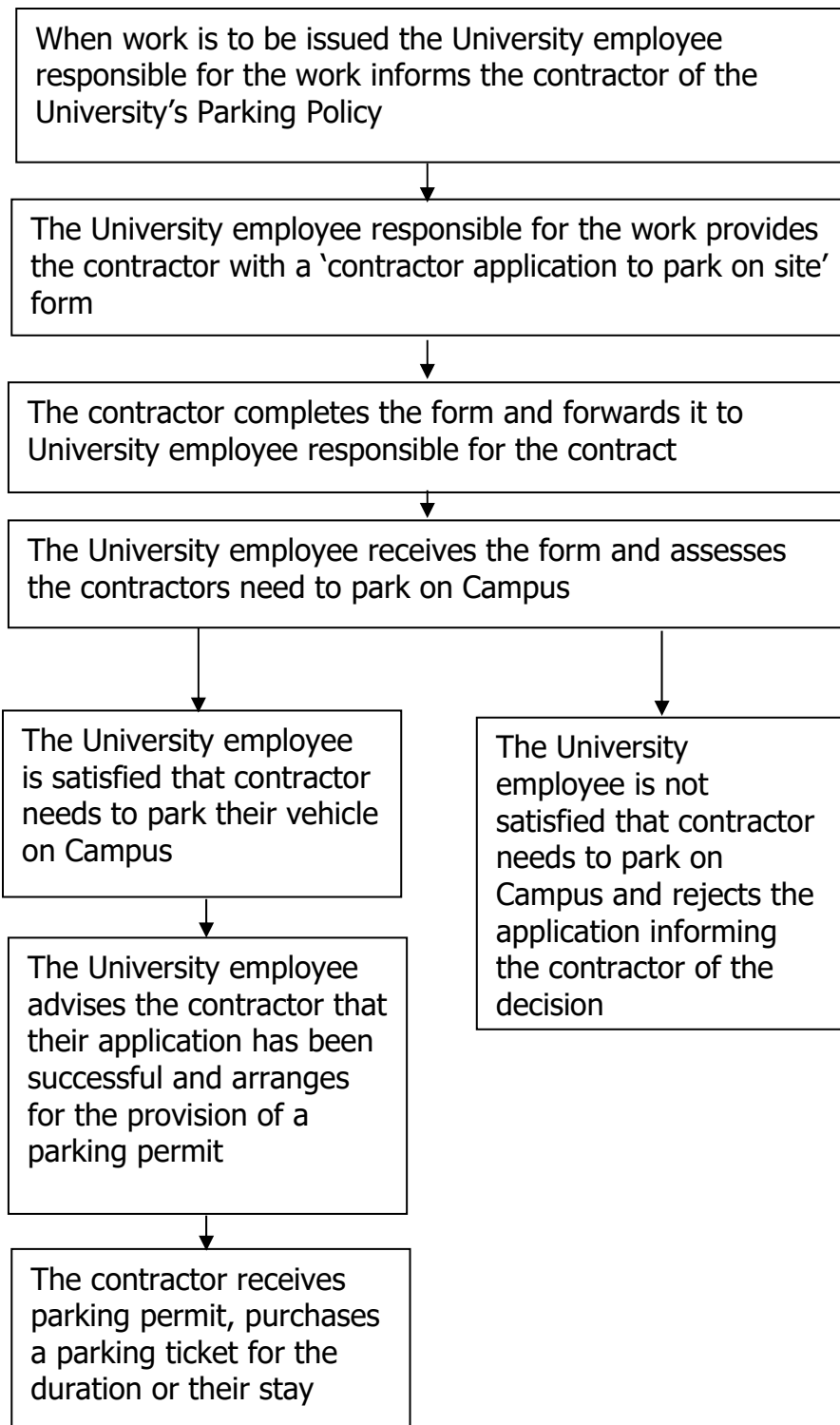
2.1 Contractors Parking Procedure

1. When work is awarded, a '**Contractors Application to Park on Site**' form will be issued to the contractor and once complete it must be returned to the University employee that issued it.
2. The information provided on the form will be assessed by the E&F person engaging the contractor, only contractors that can demonstrate that it is essential to have their vehicle on site will be issued with a parking permit.

The "Contractor's Parking Permit" must be clearly displayed in the vehicle at all times.

Failure to display a valid parking permit will result in a parking fine being served.

2.1.1 Contractor Parking Procedure (Flow Diagram)



2.2 Contractors Drop-off/Pick-up

Contractor's vehicles that are not essential for the work being carried out but which are required to drop-off/pick-up materials and/or equipment at a specific location will be allowed a limited amount of time to do so without charge.

2.3 Driving on Campus - General Rules

- The maximum speed limit for the site is 10mph.
- Whenever possible reversing vehicles will have a banks-person in attendance.
- All vehicles being driven on Campus must have their headlights on dipped beam at all times.
- The use of mobile phones when driving is strictly prohibited.
- Parking/driving must be in accordance with local signs and restrictions.
- Contractors parking on site must display a Contractors Parking Permit.

3.0 Arrival at Site – Log In/Asbestos Clearance to Work Register Procedures

For health, safety and security reasons it is essential that we (Newcastle University, Estate and Facilities) know when contractors are going to start work on site. We use this opportunity to provide you with essential information about hazards and the precautions which must be implemented whilst working on Campus.

We need to know:

- who you are
- who you are working for
- where you are working (specific building locations, 'campus' will not be accepted)
- what type of work you are doing
- what time you expect to leave
- contact details

You will be provided with access to LARSS the **University's Asbestos Clearance to Work Register** (which includes asbestos information on all pre 2000 buildings) available electronically in E&F Reception, first floor, Agriculture Building (E&F Head Office) and at E&F Security Control, Ground Floor, Barras Building.

Important: It is a legal requirement that you read and fully understand this information before commencing work.

If you have any queries or concerns about the information provided you must not commence work until you have raised the issue with your University contact.

3.1 Arrival at Site – Asbestos Clearance to Work Register/Log in procedure

On arrival at site contractors must go to:

E&F Reception - Floor 1, Agriculture Building (opening hours 8.30 – 17.00)

Security Control - Ground Floor, Barras Building (opening hours 24/7)

(Refer to page 21 for Campus map)

Procedure

- 1 On arrival at E&F Reception (or E&F Security Control), you will be provided access to the electronic Asbestos Clearance to Work Register for the building(s) you are planning to work in.
- 2 You **must** read the information provided for the area(s) in which you are going to work (referencing floors and room numbers).
- 3 You must then complete the E&F Contractors Log in/Log out book – we require this information to monitor your health and safety whilst working on site.
- 4 When work is complete and you are about to leave site you **must** ring the point at which you logged in (E&F Reception/Security Control) and inform them that you are safe and are leaving site.

E&F Reception (Agriculture Building) - Telephone: 0191 2087171, 8.30am until 5pm (at all other times, including out of hours, weekends or holiday times, please ring E&F Security Control)

E&F Security Control (Barras Building) - Telephone: 0191 2086817

Important Note: These procedures are required by Law and University Policy, they have been implemented to help protect your health and safety and the health and safety of others studying, visiting or working at the University.

Failure to comply with these procedures will result in disciplinary protocols being invoked against you and/or your company.

4.0 Security

The University and its buildings are extensively covered by CCTV and the Campus is patrolled 24 hours a day by Security. In the event of any security problems eg damage, theft or fire etc you must contact Security.

- Security - 0191 2086817
- Emergency contact - 0191 2086666

To maintain the security of University buildings you should ensure that:

- Doors fitted with door entry controls are not propped open
- All tools and materials are secured at the end of each day
- At the end of the work (or working day) you must ensure that all doors and windows in the area you have been working are closed and secure.

4.1 Contractor Identification

All contractors must ensure they wear a Contractor Identification badges (badges are available from E&F Reception, Agriculture Building or E&F Security Control, Barras Building) at all times when working on Campus. Contractors must also ensure they wear corporate workwear (or PPE) that clearly displays the contractor's logo or company name.

Note: Projects - Contractor Appointed Site Managers are responsible for security on university based sites and must control access ensuring all contractors/sub contractor's sign in and wear appropriate identification.

4.2 Important: Keys and Smart Cards

When you are issued with keys or smart cards for access to secure/controlled areas, you are personally responsible for ensuring that those areas are left secure following completion of the work and/or at the end of each day.

You are also responsible for ensuring that all keys and smart cards are returned to the department that issued them. Failure to return keys/smartcards will result in your organisation being charged for replacement keys/smartcards and possibly locks.

5.0 Noise and Disturbance

Noisy work can be a huge distraction to those working or studying at the University. Prior to starting work contractors should check with their University contact to see if there are any time restrictions on noisy work being carried out. (Restrictions may be because of exams, lectures or presentations)

Radios or any other forms of audio equipment must not be used by contractors or subcontractors whilst working at the University

6.0 Code of Conduct

Offensive behaviour of any kind will not be tolerated on Campus. This includes swearing, gesturing, shouting, or passing comments that are, or could be considered, threatening or of a demeaning nature.

6.1 Equality & Diversity

- The University celebrates and values the diversity of all students and staff. We are a multicultural community that values and promotes equality and diversity.

- The University does not tolerate discriminatory practices of any kind. In line with its strategic aims, the University works to continue to deliver a positive environment for the conduct of all its activities, where all members of the community treat one another with mutual respect and dignity.
- Through the University's policies and practices it works to ensure that all students and staff are welcome and do not face discrimination with regard to any aspect of their identity, such as race, disability, gender, age, religion and belief or sexual orientation.
- Contractors or subcontractors must adhere to the University's policies and must ensure that their staff and visitors do not make any remarks or actions which may be offensive to any person whether on the grounds of their race, disability, gender, age, religion and belief or sexual orientation. Inappropriate or offensive language must not be used.
- Anyone found to be in breach of this policy will be removed from site.

7.0 Dress Standards

Contractors should ensure that all employees and subcontractors are dressed appropriately for the environment they are working in and the type of work being undertaken.

8.0 Risk Assessment

Important: Contractors **must always** have risk assessments (and any other assessments required by law eg COSHH) in their possession for the work they are planning to do on Campus.

The aim is to make sure that no one is hurt or becomes ill as a result of the work being carried out.

Remember to take account of your location and surroundings as well as the actual job you are doing.

9.0 Monitoring Performance

Contractor's health and safety performance on site is monitored and recorded, and this information is made available to all E&F staff responsible for engaging contractors. Poor performance, and that which drops below acceptable standards, will result in disciplinary protocols being invoked and could result in contractors being suspended or banned from working at the University.

10.0 Incident/Accident Reporting

All accidents, incidents (including environmental incidents) and near misses (in particular RIDDOR reportable incidents) must be reported to your University contact immediately.

11.0 Housekeeping and Waste Disposal

Poor housekeeping increases the risk of accidents, environmental incidents, fire and occupational disease.

Always ensure your work and rest area(s) are kept clean and tidy, and that waste is controlled and disposed of frequently.

11.1 Skips

Skips brought onto site by the Contractor (or their sub-contractor)

- No skips must be brought to site without permission from your university contact, skips must only be positioned at pre-agreed locations.
- Contractors must ensure that all skips are clearly identified with the skip owners contact details.
- Skips must be emptied immediately when full.
- Housekeeping must always be maintained around skips, any spills should be cleared up immediately.
- All skips used on site must be enclosed and locked at night or when not in use.
- Combustible waste in skips presents a fire hazard and therefore must not be positioned close to buildings. Wherever possible contractors should aim to position skips a minimum of 5m away from buildings.
- Method statements must indicate the arrangements that are in place to ensure pedestrian safety when skips are being delivered or removed

When work is complete remember to:

- Remove all waste and excess materials
- Sweep up (vacuum or wet sweep if there is a lot of dust)
- Make good any damage (or mess) caused directly or indirectly by your work

Failure to maintain housekeeping to a high standard whilst working for the University may result in disciplinary protocols being invoked which may in turn affect future contracts/work with the University.

If housekeeping falls below an acceptable standard, or you leave site without having first cleared up, the University will arrange for a clean-up for which your company will be charged.

12.0 Plant Rooms

Plant rooms are extremely hazardous places to work due to the equipment they house.

Access to plant rooms is strictly controlled. You must not enter a plant room unless you have been given permission to do so.

If you require access to a plant room you must request this from your University contact. You will be informed of hazards and all necessary precautions you must take before access is provided.

13.0 Fire & Emergencies

13.1 Projects

Contractors that carry out projects within University buildings must ensure that a Fire Risk Assessment is carried out by a competent person to identify the hazards and controls necessary to protect the building from fire during the course of the project.

13.2 Emergency Evacuation

On arrival at site, contractors must familiarise themselves with the location of:

- The nearest means of escape, these are indicated with green and white signs
- The 'fire' assembly point for that particular building, this will be identified on fire action notices (posted on entrances to all buildings)
- The location of fire fighting equipment
- The location of and means of raising the alarm (usually a break glass)

13.2 Evacuation Procedure

When evacuation of a building is required a continuous alarm will sound.

You must immediately make safe any equipment you are using, leave the building by the nearest exit and proceed to the appropriate assembly point.

Once at the assembly point telephone your University contact and update them as to your status eg all evacuated.

You must not re-enter the building (even if the alarm stops sounding) until you are told it is safe to do so by a Fire Marshal, a Security Officer, or a member of the Fire Service.

13.3 Raising the Alarm in the Event of an Emergency

Raise the alarm - shout for assistance (Fire! Fire! Fire!), operate the nearest fire alarm (break glass) and evacuate the building using the nearest exit.

Firefighting - only attempt to fight a fire if you have been trained in the use of fire fighting equipment and it is safe to do so.

Telephone the emergency services (999 (mobile) or 9-999 (University landlines)).

Inform Security Control - after leaving the building you must contact Security Control (0191 2086666) and provide them with the following information:

- Nature of the emergency
- Location
- Number of casualties (if any)
- Which emergency services are required

13.4 Fire Detection and False Alarms

Creating dust and fumes can cause automatic fire detection systems to activate resulting in significant disruption and **false alarms**.

If your **work is likely to produce dust, smoke and or fumes** you must liaise with your University contact and agree the most appropriate method for isolating fire alarm detection systems.

13.5 Automatic Fire Detection

- The Contractor shall install a temporary automatic fire detection system in the site areas that are not covered by existing fire detection systems.
- The system must be capable of dialling the University security control centre or other number (designated by the University) to alert them when there is a fire
- The Contractor shall ensure there are sufficient detectors to cover the whole work area and they shall adapt it as necessary as the work proceeds. Detectors shall be covered during the day and uncovered as the contractor leaves site.

The fire detection system shall have battery backup and be tested each month

13.6 General Fire Safety Do's and Don'ts

Don't block fire escape routes or exits

Don't leave gas cylinders unattended; do not leave them on site overnight

Don't store flammable liquids near heat sources

Don't prop open fire doors (exceptions can be made when handling goods however all doors must be closed at night)

Don't obstruct fire safety signs or equipment with materials or tools etc

Don't use portable heating devices (specific permission from your University contact is required for portable heaters)

Do store flammable liquids in flammable liquid lockers

Do seek permission when carrying out **hot work** and always use a **hot work permit**

Do keep the area tidy and dispose of waste frequently and at the end of each working day

14.0 First Aid

Contractors must assess risks associated with the type of work they do, numbers of staff employed and provide sufficient First Aid supplies and Training as necessary.

14.1 Location of nearest Accident and Emergency Department

The nearest Accident and Emergency Department is located at the Royal Victoria Infirmary on Richardson Road, approximately 0.2 miles from the main Campus.

15.0 No Smoking

Newcastle University is a Smoke Free Campus. Smoking is only permitted in the following designated smoking shelters/areas:

- Claremont Walk
- Opposite the Robinson Library
- Herschel Car Park
- Rear of the Students' Union

16.0 Working in Laboratories (biological, chemical, radiation or engineering)

The laboratories at Newcastle University contain many potential hazards.

Contractors must never enter a lab unless they have first received permission from the School Safety Officer or Superintendent Technician for that particular lab.

The School Safety Officer/Superintendent will tell the contractor which hazards and risks are present and how to protect themselves.

The School Safety Officer/Superintendent will also inform the contractor of any rules that they must adhere to when working in the area.

16.1 General Advice for Contractors Working in Laboratories

- Never enter a lab unless you have first received permission from the School Safety Officer or Superintendent Technician for that particular lab
- Do not touch, or move, anything in a lab unless given specific permission to do so
- Always abide by the rules specific to working in a particular lab. The rules can differ from lab to lab depending on the nature of the work undertaken.
- Always ensure you wash your hands thoroughly after working in labs
- If in doubt about anything at all stop work and ask for advice

17.0 Asbestos

Asbestos was widely used in the construction of buildings prior to its eventual ban in 1999. It must, therefore, be presumed that asbestos is present in any building built before the year 2000.

Training

It is a legal requirement that all persons likely to encounter/disturb asbestos due to the work they do (that is anyone working on the fabric of or plant installed in buildings) must have up to date asbestos awareness training.

All contractors working on University premises must ensure they have received asbestos awareness training (or asbestos awareness refresher training) within the previous 12 months.

Construction Projects

Asbestos Pre-refurbishment/Pre-Demolition Surveys

Contractors must always have a pre-refurbishment/demolition survey in their possession whilst working on University buildings built before the year 2000.

Contractors carrying out day to day repairs, maintenance or remedial works must, prior to starting work, attend E&F Reception, Floor 1, Agriculture Building or Security Control, Ground Floor, Barras Building, to log and view the asbestos register for the building they are to be working in.

17.1 General Asbestos Awareness

During the last century asbestos was very widely used as a building material.

It is estimated that over 4500 building materials and products contained asbestos.

The photographs below are examples of where asbestos can be found:



Sprayed coatings on ceiling walls, beams/columns



Sprayed coatings on wall



Asbestos insulating board ceiling tiles



Asbestos insulating board panels



Asbestos insulation on pipes



Asbestos lagging on pipes



Asbestos cement wall panel



Asbestos cement roof



Textured coating



Textured coating



Floor tiles



Asbestos fire blanket

18.0 Permits to Work and Other Controlled Activities/Areas

Some work activities or work locations on Campus are considered to be so potentially dangerous that they are strictly controlled with the use of 'Permit to Work Systems' or 'other control systems'.

Permit to Work procedures, and other control systems, require specific actions to be taken which will minimise the risks associated with the work you are about to undertake.

Where a Permit to Work, or other control system, is required you must use it. Your University contact will provide you with the necessary permits and/or control systems.

Newcastle University requires Permits to Work/Isolation Procedures/Safe Systems of Work are used for the following activities

- Permit to Dig
- Confined Space Risk Assessment and Permit
- Hot Work Permit
- Fume Cabinet/Safety Cabinet/ Lab Drain Permit
- Electrical Isolation Procedure
- Electrical Live Working Procedure
- Mechanical Isolation Procedure Domestic Hot Water Systems
- Safe System of Work for Roof Access/Roof Access Permit
- Mechanical Isolation Procedure Heating and Ventilation
- Oxy/Acetylene checklist
- Walk in duct access log
- High Voltage areas Access permit and surveying risk assessment

Important: Contractors may use their own permit to work system (where they exist) however they must take account of the requirements and safety critical information contained within University permits eg site specific information relating to equipment positioned on roofs.

19.0 COSHH – Substances Hazardous to Health

There are a large range of hazardous substances stored and used at the University. Contractors and staff should be aware of this and ensure the area in which they are going to work is safe.

Contractors must ensure that COSHH assessments are always available and followed for any substances hazardous to health which are being used, or produced, as a by-product of the work activity.

20.0 Gas Cylinders

Acetylene – Because Acetylene is particularly dangerous in a fire situation the Fire and Rescue Service will evacuate everyone within 200metres of any cylinders involved in a fire.

Contractors must specifically request permission from their University contact before bring Acetylene to site.

You must follow the requirements of the Oxy/Acetylene checklist, copies are available online or from your University contact.

All Gas Cylinders - Rules

- Only the minimum quantity of gas cylinders required for the work may be brought to site
- Cylinders must never be left unattended
- Cylinders must be removed from site every night
- Always follow the Oxy/Acetylene Checklist and use a Hot Work Permit

21.0 Alcohol and Drugs

Contractors are required to ensure persons affected by alcohol, or drugs (including prescribed drugs) are not permitted to carry out work on University premises.

22.0 Hot Work

Hot Work, such as welding, grinding, brazing, heating etc must not take place in any building without a permit; to obtain a permit contact the University employee responsible for the contract.

Hot Work must always cease at least two hours before the end of the working day (this is to ensure that hot materials do not smoulder and then ignite when the work area is vacated).

23.0 Work at Height

Contractors must ensure that all work at height is risk assessed and complies with the requirements of the Work at Height Regulations. Only access equipment appropriate for the task must be used, the choice of equipment must take into

account the activity, the tools/materials being used, the duration of the task and the environment in which it is being used.

24.0 PPE - Personal Protective Equipment

Contractors must observe Universities rules with regard to wearing PPE in specific areas eg plant rooms, labs etc.

25.0 Construction Site Health and Safety Inspections

All construction sites must be inspected at least once a month, inspections will be carried out by E&F employees responsible for the project, alternatively contractors may arrange to inspect the site themselves and forward copies of the inspection report to the E&F employee responsible for the project.

26.0 Protecting the Public – Works Segregation

Distribution: This document must be brought to the attention of all E&F managers, employees and contractors working on the University Campus.

26.1 Introduction

The purpose of works segregation is to protect people from encountering hazards that are present where work is, or has been carried out.

It is essential therefore that all work areas are clearly defined and physically separated, and that appropriate signage is in place to warn of hazards and restrictions to access.

Risk assessment will be used to determine the control measures necessary for effective segregation of works.

Traffic Cones and Hazard Tape

Traffic cones and hazard warning tape do not provide an effective means of segregation from construction activities, they are easily defeated and can even contribute to the hazards present on site by increasing trip and fall hazards, particularly for those with visual impairments.

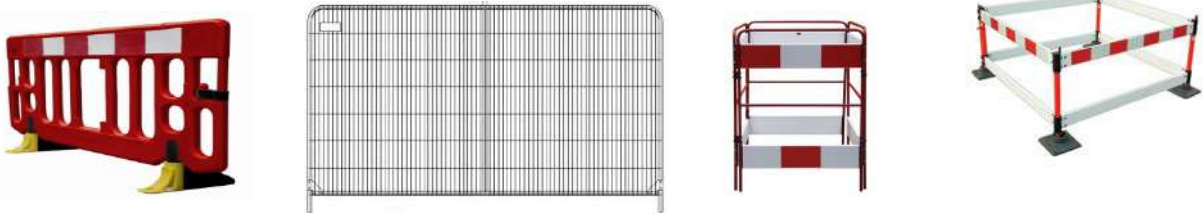
Important: In emergency situations the use of traffic cones and hazard tape to cordon off hazardous areas is acceptable as a temporary measure.

26.2 Fencing Systems

At all times it is essential that a fencing system is used for segregation that is proportionate to the nature of the construction activities, hazards and risks present eg **Sites and Compounds:** 2m close mesh fencing (Heras fencing), 2m solid hoarding. **Roads Footpaths and Internal Works:** Pedestrian Barriers.

Regardless of the type of fencing used contractors must ensure that it is adequately secured and maintained, to do this, daily (or periodic) inspections and remedial actions to reinstate systems are required to ensure it remains effective.

Fencing Systems/Pedestrian Barriers



Note: There are alternatives to the images above, if in doubt as to the suitability of fencing for the work location you should speak to your line manager, your University contact or the Health, Safety and Business Continuity Manager.

2m Close Mesh Fencing (Heras Fencing)

Where close mesh fencing is selected a number of additional design features are required:

- Blue debris netting should be installed to help contain debris and also to help screen unsightly skips, plant, materials etc from view (Note: Depending on the design of the installation additional bracing/weighting on the feet may be required)
- Feet supports should be designed, positioned and/or conspicuously coloured to minimise the potential for tripping
- All panels should be secured with a minimum of four couplers
- Gates or doors in the panels must be padlocked when the site is unsupervised
- Where fencing panels butt up to structures they must be secured to prevent the fence being easily opened/defeated, where it is not possible to fix fencing to the structure then fencing must be designed and installed so as to provide the maximum security. (Advice on options are available from the manufacturer/supplier).

26.3 Banks Persons

Banks Persons may be used as an alternative means of segregation for short duration works. Banks Persons may also be used as an additional control measure to fencing when required by site conditions eg where control of pedestrians is necessary.

26.4 Work to Roads and Footpaths

All work to Roads and Footpaths on Campus must be planned and designed as if they are on the public highway, the requirements of Road and Street Works Act, Chapter 8 must be applied.

26.5 Construction Dust

When carrying out work such as the breaking, cutting or dressing of stone or concrete you must ensure a suitable means of dust suppression is employed to keep dust to a minimum, this may include installation of suitable screens or enclosures or the use of water spraying systems or extraction systems.

26.6 Signage

Suitable and appropriate signage must be displayed in prominent positions around the works at all times, including, as necessary:

- Warning signs
- Prohibition signs
- Mandatory signs
- Information signs (**E&F Standard Template**)

26.7 Information Signs

Where works are scheduled to last more than 5 days the standard E&F information sign must be installed in a prominent position.

The sign and its installation is the responsibility of the E&F representative responsible for the job.

The sign includes contact details of persons responsible for the work (E&F and Contractor) details of the project and project duration.

The sign may also include any significant points of note, plans or photographs etc that may help inform interested parties.

26.8 Site Compounds/Set Up

Areas allocated to be used as site compounds must be agreed with the E&F representative prior to start on site.

Consideration should be given to safe vehicle movement, storage and welfare requirements and to the impact of the compound on the immediate surroundings.

Site compounds are not to be used for parking contractor vehicles.

26.9 Removal of Site Set Up/Segregation

Contractors will ensure that **all** equipment, materials and waste etc is removed from site and that site conditions are made good promptly and within agreed timescales following the completion of work.

27.0 Sustainability

Newcastle University has an Environmental Management System (EMS) with the ISO14001 accreditation.

A copy of the University’s Environmental Sustainability Policy is available at:
<https://www.ncl.ac.uk/sustainable-campus/about-us/policies/>

The policy contains the following commitments:

- Meet and where appropriate exceed all relevant legislation, industry standards and other requirements to which the organisation subscribes.
- Prevent pollution by reducing emissions and discharges.
- Demonstrate continuous improvement in our activities which impact on the environment.
- To promote Education for Sustainable Development throughout the curriculum, supporting our Societal Challenge Themes and Vision 2021.

28.0 Control of Legionella

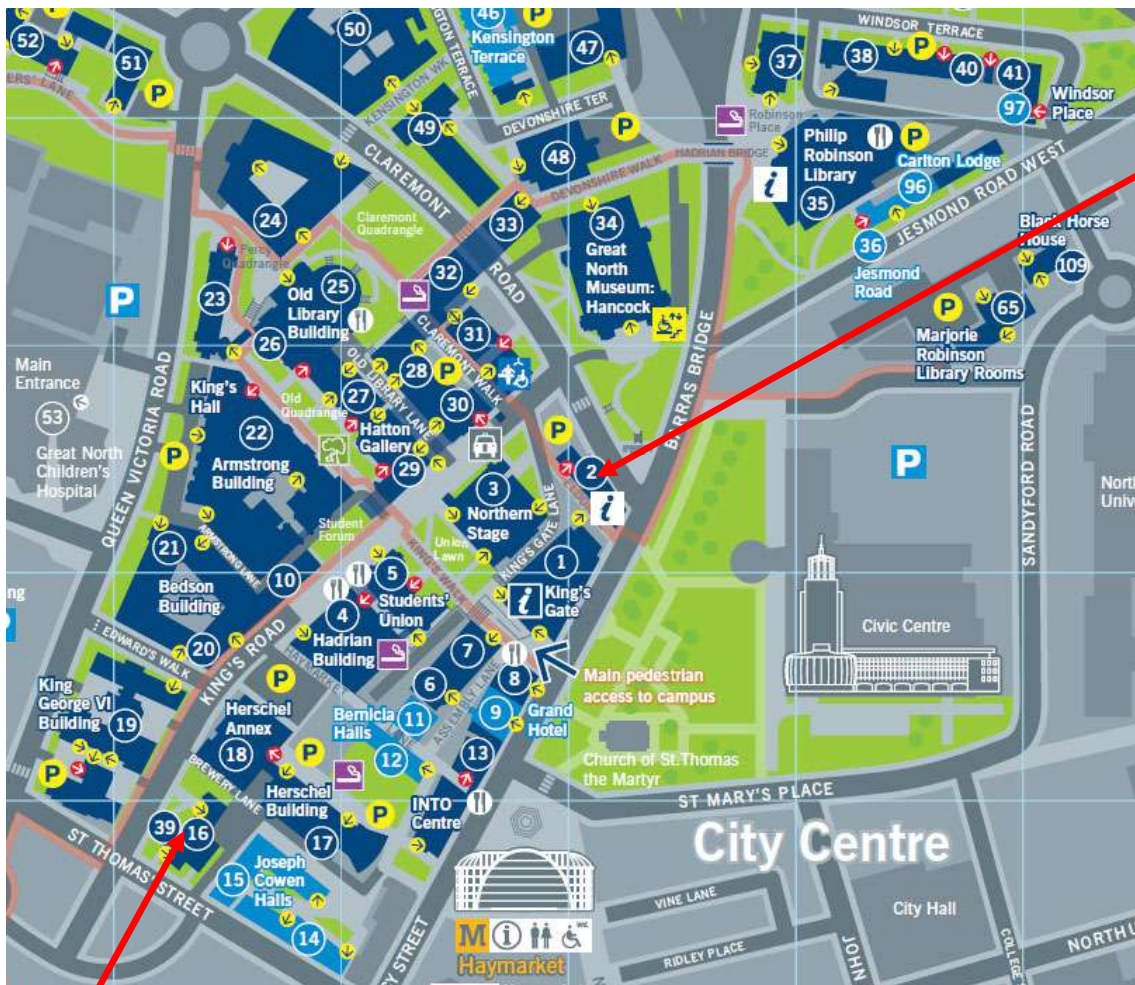
Contractors Managing Refurbishment Works

“The risk from legionella growing in peripheral parts of the domestic water system such as deadlegs off the recirculating hot water system may be minimised by regular use of these outlets. When outlets are not in regular use, weekly flushing of these devices for several minutes can significantly reduce the number of legionella discharged from the outlet. Once started, this procedure has to be sustained and logged, as lapses can result in a critical increase in legionella at the outlet.” (*The Control of Legionella Bacteria in Water Systems L8*)

When contractors take control of a building (or part of a building) they must ensure that they adopt the “**Legionella Control – Flushing/Purging Regime Infrequently Used Outlets**”.

29.0 Site Specific induction Checklist for use by E&F Employee responsible for commissioning the work

Topics	Covered
Location of Asbestos	
Personal Protective Equipment – Required for the area	
Permits to Work and other Control Systems Required	
Parking Requirements and Rules	
Welfare Facilities	
Risk Assessments	
Method Statements	
COSHH Assessments	
Access Arrangements	
University Contacts	
Notification of Unit	
Local Hazards to be aware of	
Log in & Log out Procedures	
Identification Badges	



Security Control
Ground Floor
Barras Building

E&F Reception
1 Floor
Agriculture
Building
0191 2087171

Useful Telephone Numbers

E&F Customer Services	0191 2087171
Security Emergency Line	0191 2086666
Security Control	0191 2086817

Section 2

Procurement Services

Contractors Financial Guidelines

Purpose

To ensure contractors are aware of the University's requirements and processes for invoices, orders, payments and deliveries relating to goods, services and works they may provide.

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Section 2

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1.0 Introduction

This section of the booklet has been produced to help make contractors aware of the Procurement requirements, regulations and procedures which should be followed whilst working with the University.

The information contained within this booklet has been produced to provide contractors (and their subcontractors) with key information that will help them ensure that procure to pay processes are explained and that accounting transactions relating to engagement for goods, services and works are made clear and transparent.

These requirements are intended to help contractors ensure they can work collaboratively with the University. Any breach of the financial requirements set out in this brochure may result in Contractors being asked to leave site and eventually removal from the contract or framework under which they have been appointed. It is of equal importance to us that any issues or problems you encounter when working with the University financial regulations should be resolved in a fair and equitable manner. If you feel at any time that action is not being taken to achieve this, you should contact the Procurement Officer directly to discuss (see contact information).

2.0 Quotations

A specification of requirements must be provided by the University officer for the supplier to quote against. This should be sufficiently detailed to allow the contractor to quote an offer which fully meets the University's requirements. The specification should be in the following form:

- a) A description of the Works, Goods or Services required.
- b) A description of the output of the Works, Goods or Services required.
- c) A manufacturer's part number or equivalent reference number.

The quote provided should include the following as a minimum:

- a) A university Reference Number
- b) Name, address, contact details of the contractor issuing the quotation
- c) A description of the Works, Goods or Services to be provided
- d) The quantity of the Works, Goods or Services to be provided
- e) The price and details of all other costs associated with the offer
- f) The delivery point for Goods or place of performance for Works or Services
- g) The delivery date or time for completion of the Works or Services

Quotations will only be accepted in .PDF format. If the quotation relates to IT or Audio Visual equipment, the quotation MUST be supplied/copied to the university's NUIT Officer who has created the specification as well as the Estates Project Manager.

Prices should be quoted in Pounds Sterling (where applicable) and be exclusive of VAT. The Contractor must pay the Real Living Wage as a minimum to any staff they employ or Sub-Contractor they engage whilst employed by the University.

Quotations will be evaluated, based on the University's standard payment terms of

payment becoming due 30 days following receipt of an undisputed invoice. Price validity dates should be made clear at the time the offer is made. The University's standard

validity period is not less than 60 days from and including the quotation creation date, if you cannot comply with this validity period for any reason your quotation should clearly state an alternative validity date.

3.0 Purchase Orders

Following acceptance of quotation, a purchase order will be issued to the value stated on the quotation. Contractors will not start on site or provide any Works, Goods or Services until they are in receipt of a valid Purchase Order. Any Contractor found to be on site without a Purchase order will have their contract/framework position cancelled. If you are requested to begin work verbally or in writing by a University Officer prior to receiving a Purchase Order, you should contact the Procurement Officer directly (see contact information).

4.0 Invoices/Payment

Following the acceptance of your quotation the University will send a purchase order to the successful Supplier. The purchase order will state a 10 digit University Purchase Order number beginning "42" which the Supplier must state on any invoice submitted to the University. The University operates a policy of "No Purchase Order No Pay" and will return all invoices to the Supplier which do not conform to this policy.

Invoices MUST not be sent to the University. All invoices should be sent directly to the following address:

Newcastle University
PO Box 268
Sheffield
S98 1QY

or: As an attachment to an email, sent to: nu-invoices@parseq.com

Please note that Zip files cannot be accepted, and this address is for invoices only and should not be used as a delivery address for goods ordered or invoice enquiries. Also, please be aware that these addresses may change over the term of the Contract.

Works/Services for separate projects MUST be invoiced separately and must adequately describe the work/services/items being provided in such a way that they are clearly identifiable and can be matched to the relevant purchase order. Invoice descriptions or values should not be amended or vary from those specified on the Purchase Order. If the University Officer requests any amendment to the invoice they must provide a Purchase order which corresponds with the amendment.

Contractors MUST attach or list agreed itemised final accounts on all invoices submitted.

Any invoices which do not meet University (and legal) requirements in terms of the information provided, will be returned to the Contractor unpaid.

Invoices should be submitted as soon as possible after work has been completed. The University shall pay the Supplier any sums due under such an invoice no later than a period of 30 days from the date on which the University has determined that the invoice is valid and undisputed. No change in the Contract Price may be made for any reason without the prior written consent of the University. If you do not receive payment within a reasonable timescale and in line with this agreement, you should contact Accounts Payable directly or relevant senior E&F staff, i.e. Head of an E&F Department (see contact details).

If a sub-contractor is appointed by the University's appointed Main Contractor, they must also invoice the Main contractor as soon as works are completed and the University should be informed directly if payment for these works/services is delayed beyond the agreed payment period by the Main Contractor.

5.0 Variations

The University reserves the right to vary the Works or Services ordered by giving a Variation Notice to the Contractor, should this at any time become necessary. In the event of any variation of the contract, the Contract Prices under the Contract shall be subject to fair and reasonable adjustment to be agreed in writing between the University and the Contractor.

An amendment to the Contract or Purchase Order is ineffective unless it is in writing, and expressly amends the work in question and is executed by both parties. If you are asked to vary any works/services or goods by a University Officer but have not received a valid Variation Notice and/or an amended/new Purchase Order relevant to the agreed changes and in line with your quotation, you should contact the Procurement Officer (see contact details).

6.0 Deliveries

Where a time for Delivery is specified in the Order, time of Delivery is of the essence of the Contract. If no time of Delivery is specified, Delivery shall be within a reasonable time of the Order being made by the University.

The Goods shall be delivered as set out in the quotation to the designated University delivery address. On no account must items be collected by University Staff unless sanctioned in writing by the Head of Procurement. If Goods are incorrectly delivered, the Supplier will be held responsible for any additional expense incurred in delivering them to their correct destination.

Unless otherwise stated in the Contractor will be responsible for off-loading the Goods from the delivery vehicle.

Delivery or performance by instalments shall not be accepted by the University unless previously agreed in writing.

7.0 Insurance

Contractors should confirm they will have appropriate Insurance in place prior to receiving a purchase order. This should include where appropriate Public Liability, Employers Liability, All Risks Insurance, Professional Indemnity etc. Contractors will

be asked to provide copies of appropriate certificates prior to the award of any contract.

The Contractor should take out and maintain with reputable insurers the following insurance policies which will provide cover in respect of the Works or Services being performed. University requirements may vary by agreement with the University Officer, but in general the following are standard works requirements:

- Public/product liability insurance with a minimum per claim limit of indemnity of at least £1,000,000 for each and every claim; and
- Professional indemnity insurance with a minimum per claim limit of indemnity of at least £1,000,000 and shall maintain such insurance for a period of 6 years after completion of the Services;
- Employers' liability insurance with a minimum per claim limit of indemnity of not less than £10,000,000; and
- any other insurances which the Contractor is required by applicable law to maintain,

Contractors shall maintain such insurances for at least the term of the Works and for a period of not less than six years after the work is completed.

Upon the University's written request, the Contractor will promptly provide full policy documents that evidence the policies.

8.0 Sub-Contracting and Framework Suppliers

Contractors should not sub-contract any obligations under any part of the agreed Works or Services (including relevant Sub-Contractors) without the written consent of the University. The Contractor is responsible for all the acts and omissions of its sub-contractors.

The Contractor should provide to the University details of the name, contact details and legal representatives of its permitted Relevant Sub-Contractors by no later than Works/Services Start Date.

During the period of engagement the Contractor should notify the University in writing within five calendar days of any changes to sub-contractor information in order to obtain written consent to appoint the sub-contractor.

The University procurement policy specifies that Contractors who are appointed to University contracts or Frameworks or those appointed to HE Sector Frameworks should be engaged or included in tenders/RFQ's for sub-contractor work by directly appointed Main Contractors wherever feasible.

9.0 Public Interest and Disclosure (whistleblowing)

The University is committed to the highest standards of openness, probity and accountability. It seeks to conduct its affairs in a responsible manner taking into account the requirements of the funding bodies, the standards in public life set out

in the reports of the Nolan Committee, and the principles of academic freedom embodied in its Statutes. All University Staff are familiar with their roles and responsibilities with regard to fraud, corruption and bribery whilst appointed as Officers of the University and they have a legal obligation to abide by these regulations. These standards are also extended to our supply chain to ensure that we treat our Contractors in the same way.

This guidance is provided for Contractors who wish to make a disclosure of information which they reasonably believe to be in the public interest and to constitute malpractice or impropriety to bring their concerns to the attention of the appropriate University officer.

Instances of malpractice or impropriety might include:

- that a criminal offence has been committed, is being committed or is likely to be committed;
- that financial malpractice is being committed or is likely to be committed;
- that impropriety or fraud has been committed, is being committed or is likely to be committed;
- that a person has failed, is failing or is likely to fail to comply with any legal obligation to which he or she is subject;
- that the health or safety of any individual has been, is being or is likely to be endangered; that the environment has been, is being or is likely to be damaged;
- professional malpractice;
- or that information tending to show any matter falling within any one of the above paragraphs has been, is being or is likely to be deliberately concealed.

These guidelines are designed to offer protection to those Contractors who make a disclosure of the kind described above. The University aims to encourage openness and will support individuals who raise concerns under this policy where they have an honest and genuine belief. Individuals must not suffer any detrimental treatment as a result of raising a concern. The University will, as far as reasonably practicable, seek to treat all disclosures made in accordance with this guideline in a confidential manner. Every effort will be made to keep the identity of the individual making the disclosure confidential, to the extent that the maintenance of such confidentiality does not hinder or frustrate any related investigation. However, it is foreseeable that an individual making a disclosure may need to provide a statement as part of the evidence required and the investigation process, or any related subsequent process, may lead to the identity of the individual being revealed.

Disclosure Procedure

The Contractor should make the disclosure to the Head of Procurement (see contact details) or the Procurement Officer (see contact details), who will inform either the Registrar or the Chair of the Audit, Risk and Assurance Committee the Chair of Council. The Registrar or Audit Committee will acknowledge receipt of the

disclosure and will consider the information contained within the disclosure. He/she will decide on the form of investigation to be undertaken. This may be to investigate the matter internally; to refer the matter to the police or to call for an independent

enquiry. In some cases, a matter disclosed might be dealt with by agreed action without the need for further investigation. In determining the above the Audit Committee/Registrar shall take such advice or undertake such consultation as may be necessary. The Audit Committee/Registrar will, as soon as is reasonably practicable, and subject to confidentiality or any other operational or legal constraints, inform the Contractor making the disclosure of the steps that are to be taken and the indicative timescale for consideration of the case.

Should you wish to informally seek advice (in confidence) before deciding to make a disclosure, please contact the Procurement Officer directly (see contact details).

10.0 Modern Slavery

Modern Slavery: Any Contractor including the subsidiaries and/associates who is found guilty of any offence relating to Modern Slavery will be automatically excluded from any University tender or RFQ process and will have any contract awarded to them by the University immediately terminated without compensation.

11.0 Contact Information:

Estates Procurement Officer:
Gill Mournian
gillian.mournian@newcastle.ac.uk
Tel: 0191 2086073

Head of Procurement:
Neil Addison
neil.addison@newcastle.ac.uk
Tel: 0191 2087472

Accounts Payable Manager:
Mrs Gill Grierson
gill.grierson@newcastle.ac.uk
Tel: 0191 20 84916

Capital and Planning Manager:
James Adshead
James.adshead@newcastle.ac.uk
Tel: 01912088606

Head of Improvements:
Adam Hamilton
Adam.hamilton@ncl.ac.uk
Tel: 0191 2083436

Head of Maintenance:
Mrs Louise Petrie
louise.petrie@ncl.ac.uk Tel: 0191 208 6316

Contractors must retain the remainder of this booklet for reference

30.0 Induction Assessment and Application Form

Prior to working at Newcastle University all contractors must complete this assessment. The completed assessment and a **digital photograph (JPEG)** must be emailed to esscontractor@ncl.ac.uk . Your details will then be entered onto our systems.

1. On arrival at site contractors must Log In at E&F Reception or Security Control, in which buildings will you find E&F Reception and Security Control located?
 - a) E&F Reception is in the _____
 - b) Security Control is in the _____

2. Where are the electronic Asbestos Clearance to Work Registers held?

3. Fire and emergencies, on entry to a building contractors must ensure they familiarise themselves with?
 - a) The nearest means of escape, these are indicated with green and white signs
 - b) The assembly point for that building will be identified on a blue and white sign (fire action notice) posted on entrance to the building
 - c) The location of fire fighting equipment
 - d) The location of and means of raising the alarm (usually a break glass)
 - e) All of the above

4. Newcastle University Campus is smoke free, where on Campus is smoking permitted? – *give one example*

5. Name 4 permits to work used at Newcastle University
 1. _____
 2. _____
 3. _____
 4. _____

6. Plant rooms are controlled areas, who provides permission to enter plant rooms?

7. Contractor Identification, what must contractors wear at all times when working on Campus?

Company Name:		
Employee Name (print)	Signature	Date