



Estates – Contractor Disclaimer

Introduction

This document outlines the terms and conditions expected of all Contractors and tradespeople undertaking duties across Coventry University campus buildings.

A formal Contractor Induction session, accompanied by a support booklet, was introduced in January 2011. Now operating under Version 4 (2025), it has undergone continuous review to ensure all parties have access to up-to-date information, enabling work to be carried out safely and effectively. In response to ongoing campus developments, the induction process is updated regularly and must be resat every two years.

Induction

All site attendees are required to undertake the induction process and agree to the terms outlined herein. This process is intended to formalise and standardise safety and security arrangements across campus, ensuring the wellbeing of all users.

A 15-minute pre-arranged induction session must be attended prior to commencing any work on campus, and then again every two years. Site access will be suspended if the induction expires.

An attendance update will be sent to each company, allowing them to identify individuals who need to complete refresher training. Contractors must inform the Estates Team of any personnel no longer in their employment so records can be amended accordingly.

It is expected that inductions are scheduled as part of routine visits or earlier if your company operates under a Service Level Agreement (SLA) or has call-out responsibilities.

Site Access

Following successful completion of the induction, engineers will be issued with a bespoke photo ID access card, granting tailored access to their designated work areas. This card must be used responsibly. Any misuse will be investigated and may result in removal from site and recovery of any costs for damages. Access Control reserves the right to audit card use and revoke access without notice. Lost cards must be reported to Access Control within 24 hours.

Access to site must be authorised by a designated University contact and remains valid only for the approved duration and area of works. For access to restricted areas, including student bedrooms, prior approval is required in accordance with the **Accommodation Access Policy (2023)**.

Where permitted, access to the Traka Key Cabinet may be provided. All keys must be returned by 10:00 PM unless otherwise agreed by both Access Control and the Contract Manager. Lost keys may incur replacement costs, including any associated lock changes.

Contractors must book site attendance in advance between the hours of 8:00 AM and 5:00 PM, unless otherwise agreed. All personnel must sign in and out with the Estates Team, either in person or by phone.

General Compliance

All personnel working on University Group sites must commit to safe working practices and possess the appropriate qualifications and training relevant to their roles.

It is the responsibility of each engineer or tradesperson to ensure that their certifications and accreditations remain current. All tradespeople must complete **annual asbestos awareness training** and provide certification as evidence. These records will be stored indefinitely in the University's secure document portal for audit purposes and in case of incident investigation.

Contractors must comply with all relevant University policies on health, safety, and the environment, in accordance with the **Health and Safety at Work Act 1974**. Pedestrian and vehicle access must be maintained via designated walkways and roads. Transportation of materials across green areas (flora/fauna) is strictly prohibited unless explicitly authorised.

Contractors are responsible for the correct and legal disposal of any waste generated during the scope of their work. Waste must be taken to designated locations with appropriate documentation, including consignment notes. All contractors must hold a valid **Waste Carrier's Licence**.

Personal Protective Equipment (PPE)—including safety boots and high-visibility clothing—is mandatory across the site. Additional PPE must be worn when working in high-risk areas such as roof voids.

All incidents, injuries, near misses, and hazards must be reported to either the site contact or the Estates Team as soon as practicably possible.

Code of Conduct

All personnel are expected to demonstrate professional behaviour while working on University property. Respectful, courteous language must be used at all times. **Swearing, shouting, or any threatening behaviour** will not be tolerated and may result in removal from site.

The University maintains a zero-tolerance approach to any form of discrimination. All contractors must comply with the **Equality Act 2010**, and treat all individuals with dignity, fairness, and respect, regardless of race, gender, age, disability, religion, sexual orientation, or any other protected characteristic.

The **use or possession of drugs and alcohol** on campus is strictly prohibited. Any contractor found to be under the influence will be immediately removed and reported to their employer.

Permits and Licences

It is the Contractor's responsibility to ensure that the appropriate permits to work are in place before commencing any task. If you are unsure about permit requirements, consult the Estates Team or your Contract Manager in advance.

All necessary safety equipment (e.g., harnesses, lanyards) must be brought to site. Access will only be granted for the times and areas specified in the permit. Entry into unauthorised areas without approval is prohibited.

Permits to Work must be signed off at the end of each working day, or a handover provided to confirm safe egress from the work area.

Roof Access: Contractors must not work beyond collective protection systems unless trained and authorised, and equipped with proper work-positioning systems. Roof spaces must be secured upon leaving.

Hot Works: If conducting any hot work, prior approval must be obtained from the relevant Contract Manager. Smoke detectors in the work area must be isolated and reinstated immediately after completion. Permits to be closed upon successful fire watch check.

Subcontracting

The Contractor **shall not subcontract, assign, or transfer** any part of their obligations under this agreement to a third party without **prior written consent** from the University. Any unauthorised subcontracting will be treated as a **material breach of contract**.

This policy enables the University to ensure that all personnel working on-site have up-to-date and compliant documentation, including insurance, health and safety policies, Risk Assessments, and Method Statements. These documents must be submitted for review and will be stored electronically.

Approved subcontractors are subject to the same induction, compliance, and performance monitoring requirements as primary contractors. Any failure by an approved subcontractor will be treated as a breach by the main Contractor.

University Terms & Conditions and Service Level Agreements are reviewed and updated upon contract renewal.

Waste Management

The University supports the UK Government's sustainability goals and expects all contractors to adhere to its **waste and recycling procedures**.

- Small amounts of waste must be disposed of correctly at the Alma Building (or another agreed location) in consultation with an Estates Storekeeper.
- For larger volumes of waste, only covered skips sourced from the University's preferred supplier may be used.
- All contractors must hold a valid **Waste Licence** to transport and dispose of waste.

This ensures all waste is traceable and contributes to the University's commitment to reducing carbon emissions and meeting recycling targets.

Parking

From **April 2025**, all University Group sites require a valid **parking permit and a daily pay & display ticket** (currently £4) for each visit. Contractors must ensure compliance on every occasion.

Contractors visiting the **Technology Park** will be subject to local tariff arrangements for parking. Please use Car Parks A, B & C, other car parks are private to the tenants.

Please note that **fixed penalty notices** are now in effect to deter illegal parking.

Final Notes

The **Coventry University H&S Induction Booklet – Version 4** contains comprehensive guidance to support all contractors operating across University sites. This Contractor Disclaimer is aligned with and supports the:

- University Health & Safety Policy
- University Security Policy (2012)
- Environmental Policy (2013)

Referenced Policies and Processes:

- H&S Policy
- Environmental Policy
- Parking Policy
- Bedroom Access Policy
- Lab Access Policy
- Health and Safety at Work Act 1974
- Contractor Control Induction Process
- Permit to Work Issue and Control Process
- Traka Key and Card Control Policy
- Access Control Card Issue and Control Procedure

Many thanks for your time and cooperation in supporting campus safety and compliance.

Kind regards,

The Contract Support Team

Estates Infrastructure Delivery



oandmcontracts.est@coventry.ac.uk / accesscontrol@coventry.ac.uk



[02477 657272](tel:02477657272)