

# **University of Cumbria Contractor Information**

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# **Contractor Induction**

## **Welcome to the University of Cumbria**

This document provides you with all the basic information you need to work safely while on campus. If you have any further queries, please direct them to your Contract Supervisor.

## **Emergency procedures**

### **Fire and Emergency Evacuation**

Your Contract Supervisor will give you specific information about fire escape routes from where you are working and the location of the nearest assembly point.

#### **In the event of fire:**

- Sound the alarm
- Do not attempt to tackle the fire unless you are trained to do so
- Evacuate the building by the nearest exit
- Contact the fire brigade, using 999, giving the address & postcode of campus (see back page of booklet). When calling the emergency services from an internal phone, you will need to dial a 9 first, to get an outside line
- Report to the fire assembly point
- Do not leave the assembly point or return to the building until the all-clear is given

#### **In the event of a fire alarm:**

- Evacuate the building by the nearest exit
- Report to the fire assembly point
- Do not leave the assembly point or return to the building until the all-clear is given

## **Accidents & Incidents**

If you are involved in an accident or incident while on campus, please ensure you fill in a University of Cumbria Incident Report Form, in addition to any internal reporting procedures you may have. Report forms can be found at Campus Reception.

## **First Aid**

If you require first aid, please contact Campus Reception, stating your location; Reception will send the nearest available first aider.

If you require an ambulance please dial 999, giving the address and postcode of the campus (see back page of booklet). If you are calling the emergency services from an internal phone, you will need to dial 9 first, for an outside line.

## **Welfare Facilities**

### **Refreshments**

Food and drink can be purchased at several locations around campus, including shops, refectories and vending machines. Your Contract Supervisor will indicate the nearest location.

### **Toilets**

Your Contract Supervisor will indicate the location of your nearest rest, toilet and washing facilities.

## **Environmental**

Disposal of wastes (such as chemicals, oils, construction waste, spoil etc) from any contract works to an existing University bin, skip or drain is prohibited. Any other work which may cause environmental pollution or excessive noise is not permitted unless suitable control measures have been agreed with your contract supervisor.

## **Other information**

### **Parking & Vehicles**

- Campus speed limit is 10mph
- You must park in marked bays on campus, unless you have been given express permission by Facilities Management to park elsewhere
- If other arrangements have not been made, you must park in the University Pay & Display car park and display a valid ticket
- If you have been granted a contractors parking permit, you must pick this up from Reception each day you are on campus and return it at the end of each day

## **Contractor Code of Conduct**

### **On Arrival**

- You must observe the campus speed limit – 10mph
- You must report Campus Reception, or your agreed contact (Contract Supervisor) to sign in and be issued with your campus I.D.
- Your Contract Supervisor will ensure you receive all relevant information, including a site induction and keys if necessary
- You must not start work on any University of Cumbria campus if you have not received an induction
- You must not enter any hall of residence without express permission

### **On Campus**

- Normal working hours – these will be agreed between you and your Contract Supervisor
- When on campus your visitor badge should be clearly visible at all times
- You must not drink alcohol or in any way cause a nuisance when on campus
- You will abide by the University's Third Party Equality and Diversity Agreement (copies available on the University website at [www.cumbria.ac.uk/services/publication\\_scheme](http://www.cumbria.ac.uk/services/publication_scheme))
  - All staff, students and others on campus are to be treated with due courtesy
  - The University will not tolerate the use of racist, sexist or other discriminatory language or behaviour
- The University has a legal duty to ensure the health, safety and welfare of all children, young people and vulnerable adults accessing its services and facilities; you will abide by the University's Safeguarding Policy
- Any materials and tools used are to be stored safe, inoperable and secure when not in use
- You must abide by any safety & security protocols entrusted to you
- You must ensure that your work has no negative impact on the health, safety or welfare of yourself and others
- If you have any concerns regarding the safety of equipment or utilities, or you make any equipment or utilities unsafe, or you need to disconnect equipment or utilities; contact your Contract Supervisor or nominated representative
- Any damage to property of the University, University staff, students or others must be reported to your Contract Supervisor

## **Rules for Halls of Residence**

- Common areas (entrance foyers & stairwells) in halls of residence may be entered without knocking
- When entering living areas you must:
  - Ring doorbell or knock loudly
  - Wait at least 30 seconds for a response
  - Show proof of identity (contractor badge) and Permit to Work whenever requested by students or staff members
  - If you need to enter a bedroom or washing/toilet facility you must knock again and wait at least 30 seconds before proceeding
- Residents will normally have been notified in advance that a contractor will be present
- If you have been working in a hall of residence and you have not had any contact with a resident, you must leave a Maintenance Request Calling Card
- If a resident asks you to leave, please do so immediately and report to your Contract Supervisor

## **On Completion**

- On completion of the contracted activity, you must remove any equipment or materials you have used. The area must be left clean and tidy. Any equipment or materials belonging to the University must be returned to the University
- Prior to leaving campus you must brief the Contract Supervisor or their representative, on your activities. If you have not been able to complete the contract you must advise the Contract Supervisor of any follow up visit.
- The Contract Supervisor, or representative, may wish to inspect the work area after completion of the work.
- Finally, you must return your campus ID and sign out.

## **EQUALITY & DIVERSITY STATEMENT**

### **Third parties who are engaged in business on behalf of the University of Cumbria**

The University is committed to creating a positive environment where everyone is treated with dignity and respect and is supported in the development of their careers and studies. The University is committed to challenging and tackling discrimination and to actively promoting equality and good relations across all areas of its activity including:

- Admissions and access
- Student achievement and assessment
- Student development and advisory services
- Teaching and learning
- Curriculum and curriculum development
- Staff recruitment, professional development and support
- Partnerships and community links and community cohesion
- Procurement and outsourcing
- Quality and standards assurance
- International Activities

- 1 The Third party agrees to comply with the University's policies and procedures to prevent unlawful discrimination on the grounds of gender, race, disability, sexual orientation, gender reassignment, pregnancy and maternity, marital status / civil partnership, age, and religion or belief (or a lack of belief).

In accordance with its responsibilities under the Equality Act 2010, the third party will, on behalf of the University, in its actions and engagements with anyone connected to the University (be they staff, students or users of the University facilities):

- Promote equality and diversity rather than just avoid discrimination;
  - Ensure that policies and practices that may seem neutral do not have a disproportionate impact on staff or students because of a protected characteristic;
  - Take action to ensure equality exists in practice as proactive support rather than as a response to requests for assistance;
  - Monitor our policies for any adverse impact and celebrate good practice and share this with others;
  - Ensure that diversity and inclusion are integrated into the University's work and activity – in policy, spending, service design and delivery.
- 2 The Third party warrants that its own practices and procedures comply with legislation to prevent unlawful discrimination and that its employees are aware of matters relating to the prevention of unlawful discrimination. The Third party is aware of the need to prevent "Third party harassment" of University employees or those who receive services and goods from the University.
  - 3 The Third party will provide such information as required by the University in relation to its compliance with anti-discrimination legislation and will co-operate with any investigation by the University or a body empowered to carry out such investigations under the relevant legislation.

- 4 Where any investigation is conducted, or proceedings are brought which arise directly or indirectly out of any act or omission of the Third party, its agent or sub-contractors (e.g.) and where there is a finding against the Third Party in any such investigation or proceedings, the Third-party shall indemnify the University with respect to all costs, charges and expenses (including legal and administrative expenses) incurred by the University during or in connection with any such investigation or proceedings and further indemnify the University for any compensation, damages, costs or other award the University may be ordered or required to pay a third party.
- 5 Without prejudice to its remedies set out above, the University may terminate the contract if notice has been given to the Third party of a substantial or persistent breach of this clause providing that a reasonable period has been given during which the breach may have been rectified and the Third Party has failed to remedy the breach within the stated time period.
- 6 The Third party will comply with the following legislation and its requirements:
  - Data Protection Act (DPA) and Freedom of Information Act (FOI);
  - Independent Safeguarding Authority (ISA) and the safeguarding of children and vulnerable adults.Further information about the requirements under this legislation may be gained from the University Records Management Office (DPA / FOI) and the University Safeguarding Office (ISA).

## **Campus Addresses & Phone Numbers**

### **Ambleside**

University of Cumbria  
Rydal Rd  
Ambleside  
Cumbria  
LA22 9BB  
From internal phone: 5274  
From external phone or mobile: 015394 30274

### **Carlisle Brampton Rd**

University of Cumbria  
Brampton Rd  
Carlisle  
Cumbria  
CA3 9AY  
From internal phone: 8300  
From external phone or mobile: 01228 400300

### **Carlisle Fusehill St**

University of Cumbria  
Fusehill St  
Carlisle  
Cumbria  
CA1 2HH  
From internal phone: 6222  
From external phone or mobile: 01228 616234

### **Lancaster**

University of Cumbria  
Bowerham Rd  
Lancaster  
Lancashire  
LA1 3JD  
From internal phone: 4290  
From external phone or mobile: 01524 384384

**Your Contract Supervisor is:**