

**Contract No. 1.11.4.3786.**

To Be Quoted on All Correspondence



**CONTRACT**

**between**

**THE HEALTH AND SAFETY EXECUTIVE**

**and**

**THE UNIVERSITY OF MANCHESTER**

**for**

**CONTRIBUTION TO THE NATIONAL CORE STUDY ON  
TRANSMISSION OF SARS-COV-2 EM10**

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This Contract is made between:

The **HEALTH AND SAFETY EXECUTIVE** (acting as part of the Crown) of Redgrave Court, Merton Road, Bootle, Merseyside, L20 7HS (hereinafter called 'the HSE' of the one part) and

**THE UNIVERSITY OF MANCHESTER**, Royal Charter registered under RC000797 and whose registered office is at **Oxford Road, Manchester M13 9PL** (hereinafter 'the Contractor' of the other part), in accordance with the details, terms and conditions stated herein.

## **WHEREAS**

The contractor was selected to contribute to delivery of the National Core Study on Transmission of SARS-Cov-2

## **1 GENERAL CONDITIONS**

- 1.1 This Contract will be subject to the HSE Standard Terms and Conditions of Contract for the Provision of Services, attached as Schedule C. However, where any conflict exists between the clauses in this Contract and the Terms and Conditions at Schedule C, then the clauses in this Contract will prevail. The Clauses in this Contract and the Terms and Conditions at Schedule C will also govern all Purchase Orders placed against this Contract.
- 1.2 The Parties agree that notwithstanding the references to provision of 'services' throughout this Contract, the Contractor's work will constitute 'research' and its work under this Contract shall be considered a piece of research.

## **2 ENTIRE AGREEMENT**

- 2.1 This Contract constitutes the entire agreement and understanding between the parties concerning the subject matter hereof and supercedes all prior agreements, both oral and written, representations, statements, negotiations and undertakings.

## **3 STATEMENT OF SERVICE REQUIREMENTS**

- 3.1 The Contractor will carry out research on behalf of the HSE a Statement of Services (hereinafter called the "Services") as are applicable to it detailed in Schedule A to this Contract, along with their proposal, as detailed in Schedule B to this Contract.
- 3.2 The Contractor shall organise and conduct the entire Services in consultation with HSE where appropriate, and provide all necessary resources of personnel, materials, Services and equipment, except for such resources that may be provided by HSE at its discretion.
- 3.3 No undertaking shall be deemed to have been made by HSE in respect of the total quantities or values of the Services to be ordered pursuant to this contract

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and the Contractor acknowledges and agrees that it has not entered into this contract on the basis of any such undertaking.

## **4 MANAGEMENT OF THE CONTRACT**

- 4.1 The HSE Contract Manager who will be responsible for liaison and certifying completion of the provision and overall management of the Services is identified at Annex 1.
- 4.2 The Services will be monitored by the Contract Manager who will also evaluate the provision on completion.
- 4.3 In all cases, both parties will work within the agreed timescales/constraints and costs outlined at the beginning of the commission.

## **5 DURATION**

- 5.1 The Services shall commence on **01<sup>st</sup> October 2020** and shall be completed by **31 March 2021**.

## **6 COSTS**

- 6.1 The total funding to be paid by HSE to the Contractor for the Services shall not exceed £460,000.00, exclusive of VAT.
- 6.2 Payment will be made upon successful completion and HSE's acceptance (acting reasonably) of the final report(s). These costs are broken down as follows:-
- Theme 1 - £175,000.00;
  - Theme 1 - £65,000.00; and
  - Theme 3 - £220,000.00.
- 6.3 Any additional costs will be agreed in advance with the HSE Contract Manager and subject to clause 16 Variation to Contract.

## **7 IR35 – INTERMEDIARIES LEGISLATION**

- 7.1 HSE has undertaken an IR35 assessment of this engagement, and the HMRC online assessment tool determined that IR35 does not apply to this engagement.

## **8 TAX STATUS**

- 8.1 Where the Contractor, or its staff, is liable to be taxed in the UK in respect of consideration received under this contract, it shall at all times comply with the Income Tax (Earnings and Pensions) Act 2003 (ITEPA) and all other statutes and regulations relating to income tax in respect of that consideration.
- 8.2 Where the Contractor, or its staff, is liable to National Insurance Contributions (NICs) in respect of consideration received under this contract, it shall at all times comply with the Social Security Contributions and Benefits Act 1992

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(SSCBA) and all other statutes and regulations relating to NICs in respect of that consideration.

- 8.3 HSE may, at any time request that the Contractor provides information which demonstrates how it, or its staff, complies with Clauses 8.1 and 8.2 above or why those Clauses do not apply to it.
- 8.4 A request under Clause 8.3 above may specify the information which the Contractor, or its staff, must provide and the period within which that information must be provided.
- 8.5 HSE may terminate this Contract if
- a) in the case of a request mentioned in Clause 8.3 above-
    - (i) The Contractor, or its staff, fails to provide information in response to the request within a reasonable time, or
    - (ii) The Contractor, or its staff, provides information which is inadequate to demonstrate either how it complies with Clauses 8.1 and 8.2 above or why those Clauses do not apply to it;
  - b) in the case of a request mentioned in Clause 8.4 above, The Contractor, or its staff, fails to provide the specified information within the specified period; or
  - c) it receives information which demonstrates that, at any time when Clauses 8.1 and 8.2 apply the Contractor, or its staff, is not complying with those Clauses.
- 8.6 HSE may supply any information which it receives under Clause 8.3 to the Commissioners of Her Majesty's Revenue and Customs for the purposes of the collection and management of revenue for which they are responsible.

## **9 INVOICING AND PAYMENTS**

- 9.1 All invoices raised must include the relevant Purchase Order number which will be issued by HSE Procurement Unit. Failure to include the Purchase Order Number may delay payment. Invoices should be submitted electronically in PDF format to [APinvoices-HAS-U@gov.sscl.com](mailto:APinvoices-HAS-U@gov.sscl.com)
- 9.2 Invoices should also include details of work satisfactorily carried out and any VAT properly chargeable.
- 9.3 HSE shall make payment of agreed costs, in arrears, within 30 days of the acceptance of the invoice. All payments will be paid in accordance with Clause C2 of HSE Terms & Conditions, attached as Schedule C.

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- 9.4 The Contractor shall send a copy invoice along with details of any work satisfactory carried out to the HSE Contract Manager identified at Annex 1.
- 9.5 Please note it is extremely important that your invoice is laid out as per the HSE Purchase Order, i.e. Line Numbering and Description. In doing this, you will prevent the invoice being rejected by SSCL.

**10 DELIVERABLES**

- 10.1 The Contractor shall provide the following Themes as detailed in Schedule A (Statement of Service Requirements) and the University of Manchester's proposal attached as Schedule B:-

- Themes 1 to 3.

**11 INTELLECTUAL PROPERTY**

- 11.1 Your attention is drawn to clauses E8 within Schedule C of the attached standard terms and conditions.

**12 ACCESS TO HSE PREMISES**

- 12.1 It shall be the Contractor's responsibility to ensure that, where access to HSE Premises or HSE confidential information is necessary, personnel engaged in the performance of this Contract shall have undergone pre-employment checks covering identity, the last three years employment history, nationality and immigration status and criminal record for unspent convictions. Such checks shall meet the requirements of HMG Baseline Security Standard.
- 12.2 HSE reserves the right, at its sole discretion, to carry out audits and spot checks at any time during the Contract Period to satisfy itself that the checks have been carried out. Guidance on pre-employment checks may be found at <http://www.cabinetoffice.gov.uk/sites/default/files/resources/hmg-personnel-security-controls.pdf>

**13 CONFIDENTIALITY**

- 13.1 The Contractor shall not at any time divulge any information or material acquired during the performance of this Contract to any third party without prior permission in writing of the Executive, except where required in the course of any legal proceedings.
- 13.2 The Contractor shall keep documents and other materials produced or acquired in the course of the contract in accordance with The Criminal Procedure and Investigations Act 1996 (CPIA).
- 13.3 HSE may disclose the Confidential Information of the Contractor:
- (a) on a confidential basis to any Central Government Body for any proper purpose of the Authority or of the relevant Central Government Body;

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- (b) to Parliament and Parliamentary Committees or if required by any Parliamentary reporting requirement;
- (c) to the extent that the Authority (acting reasonably) deems disclosure necessary or appropriate in the course of carrying out its public functions;
- (d) on a confidential basis to a professional adviser, consultant, supplier or other person engaged by any of the entities described in Clause 13.3(a) (including any benchmarking organisation) for any purpose relating to or connected with this Contract;
- (e) on a confidential basis for the purpose of the exercise of its rights under this Contract; or
- (f) on a confidential basis to a proposed Successor Body in connection with any assignment, novation or disposal of any of its rights, obligations or liabilities under this Contract,

and for the purposes of the foregoing, references to disclosure on a confidential basis shall mean disclosure subject to a confidentiality agreement or arrangement containing terms no less stringent than those placed on the Authority under this Clause.

**14 PUBLICATION**

- 14.1 The parties acknowledge that, except for any information which is exempt from disclosure in accordance with the provisions of the FOIA, the content of this Contract is not Confidential Information. HSE shall be responsible for determining in its absolute discretion whether any of the content of the Contract is exempt from disclosure in accordance with the provisions of the FOIA.
- 14.2 Notwithstanding any other term of this Contract, the Contractor hereby gives his consent for HSE to publish the Contract in its entirety, including from time to time agreed changes to the Contract, to the general public.
- 14.3 HSE may consult with the Contractor to inform its decision regarding any redactions but HSE shall have the final decision in its absolute discretion.
- 14.4 The Contractor shall assist and co-operate with HSE to enable HSE to publish this Contract.

**15. Transparency**

- 15.1 The Government has set out the need for greater transparency across its operations to enable the public to hold public bodies and politicians to account. This includes commitments relating to public expenditure, intended to help achieve better value for money. HSE is obliged to publish documents for contracts with a value over £10,000.

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- 15.2 In addition, you should be aware that if you are awarded a new contract with a value of over £10,000, the resulting contract comprising of Specification, Terms and Conditions and Associated Schedules (including the winning bid) will be published.
- 15.3 By exception, requests for redaction will be subject to the public interest test and redaction will only be agreed where the public interest in withholding the information outweighs the public interest in disclosure. You must identify / reference the relevant text, show clear justification for redaction and detail the appropriate section of the Freedom of Information Act 2000 (for example, Sections 40, 41, 43) on which the redaction request is sought.

**16 VARIATION TO CONTRACT**

- 16.1 Except where expressly stated in this contract, no change, amendment or modification shall be effective unless in writing and signed by the duly authorised representatives of both parties.
- 16.2 Any agreed changes to the Contract or Schedule A (Statement of Service Requirement) will be in the form of a Contract Change Note (CCN), which will be raised and issued by the HSE Procurement Unit.

**17 GOVERNING LAW**

- 17.1 This Contract shall be governed by and interpreted in accordance with English law and the Parties submit to the exclusive jurisdiction of the courts of England and Wales.

**18 TERMINATION**

- 18.1 This Contract may be terminated by either party by giving one months written notice. In the event of termination by HSE, the Contractor shall be provided with any re-imbusement of costs, actually and reasonably incurred, up to the date of termination, subject to the limit specified in Clause 6 above.

As Witnessed at the Hands of the Parties

**SIGNATORIES**

IN WITNESS WHEREOF THIS CONTRACT HAS BEEN AGREED :

Signature \_\_\_\_\_

Name in Capitals \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

Duly authorised to sign on behalf of

**THE UNIVERSITY OF MANCHESTER**  
Oxford Road, Manchester M13 9PL

Signature \_\_\_\_\_

Name in Capitals \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

Duly authorised to sign on behalf of the

**HEALTH AND SAFETY EXECUTIVE**  
Procurement Unit, Building 2.3, Redgrave Court, Merton Road, Bootle,  
Merseyside L20 7HS

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**Schedule A**

## **STATEMENT OF SERVICE REQUIREMENT**

The Contractor shall undertake the following Statement of Service titled **Project Milestones 2020/2021**, and referenced **1.11.4.3786 – National Covid Project – Project Milestones 2020/2021**



1.11.4.3786. -  
National Covid Proje

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**Schedule B**

## **THE UNIVERSITY OF MANCHESTER PROPOSAL**

The Contractor shall undertake HSE's Statement of Service titled **Project Milestones 2020/2021**, as per their proposal detailed in the document below.



Proposal Template  
UoManchester NP4 :

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**Schedule C**

## **HSE STANDARD TERMS AND CONDITIONS OF CONTRACT FOR THE PROVISION OF SERVICES**

Please see the attached document containing the HSE Standard Terms and Conditions of Contract for the Provision of Services



Schedule C - HSE  
Terms and Condition

Schedule D

## SCHEDULE OF PROCESSING PERSONAL DATA AND DATA SUBJECTS

This Schedule shall be completed by the Controller, who may take account of the view of the Processors, however the final decision as to the content of this Schedule shall be with the Controller at its absolute discretion.

1. The contact details of the Controller's Data Protection Officer are : Sean Egan, 0203 028 3547, [sean.egan@hse.gov.uk](mailto:sean.egan@hse.gov.uk)
2. The contact details of the Processor's Data Protection Officer are Alex Daybank, [alex.daybank@manchester.ac.uk](mailto:alex.daybank@manchester.ac.uk)
3. The Processor shall comply with any further written instructions with respect to processing by the Controller.
4. Any such further instructions shall be incorporated into this Schedule.

Description	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purpose of the Data Protection Legislation, the Customer is the Controller and the Contractor is the Processor in accordance with Clause 1.1
Subject matter of the processing	Studies of occupational risk factors for Covid-19; these include outbreak investigations, analyses of routinely available data (e.g. ONS mortality data), workplace surveys, as well as data collected through interviews and focus groups.
Duration of the processing	The current contract end on 31/3/2021, but we anticipate that the analyses will continue beyond that date. It is expected that all analyses of data to be collected under the current contract will be finished by 31/3/2022.
Nature and purposes of the processing	<p>Data will be collected using quantitative and qualitative surveys. Qualitative surveys of stakeholders within sectors such as public transport, will be collected during focus groups and interviews. Recordings will be transcribed and analysed (anonymously) using standard qualitative tools. Data will also be collected using online surveys, and data will all be anonymised at data collection. All data will be stored anonymously on secure servers at UoM. These data will be used to determine risk perception and beliefs as well as perception of the effectiveness of risk mitigation strategies.</p> <p>UoM will also receive anonymised data from other partners and/or organisations, such as data from outbreak investigations, outbreak investigations, and workforce surveys. Furthermore, some data sources will be accessed remotely (e.g. ONS mortality data) through secure connections, without data being transferred to UoM.</p> <p>All these data will be analysed to determine occupational and other environmental risk for infection and developing Covid-19.</p>

	<p>Data will only be published in tabular form, and no information will be published which would enable any individual to be identified.</p>
<p>Type of Personal Data</p>	<p>In order to organise the focus groups and interviews with stakeholders, workers and general public, we will need to collect name and contact details. For organisational stakeholders, this will be restricted to organisational contact details. These personal data may need to be maintained in order to allow follow up. All such data will be stored securely, and separately from the data collected during the surveys, interviews or focus groups. Ethical approval will be sought prior to such data collection, and informed consent will be sought.</p>
<p>Categories of Data Subject</p>	<p>These include the following:</p> <ul style="list-style-type: none"> <li>- members of the general public</li> <li>- employees of selected workplaces</li> <li>- individual experts, professionals</li> <li>- representatives from organisations such as regulators, employers, unions, passenger interest groups, etc.</li> </ul>
<p>Plan for return and destruction of the data once the processing is complete</p> <p>UNLESS requirement under union or member state law to preserve that type of data</p>	<p>The anonymized data that are collected by or transferred to UoM will be kept indefinitely, unless the suppliers of the data request that it be time-limited, since they will continue to be relevant to discovering the causes of SARS-Cov-2 infection, and to future pandemics.</p> <p>Any personal identifiable data will be destroyed at the end of this contract (or end of future contracts, in case of contract extension), when no further follow up is required or when individuals withdraw from the study(ies).</p>



## CONTACT LIST

HSE Contacts	Contractor Contacts
<b>Contractual Queries</b>	
	<p>Contracts Manager University of Manchester Oxford Road Manchester M13 9PL</p> <p><b>Note</b> : The University team are predominantly working from home</p>
<b>Contract Managers / Technical Queries</b>	