

#### Insurance of Contract works:

- Projects (refurbishments, redevelopments and extensions only - **not new builds**) where the gross value (inclusive of all fee's and VAT) does not exceed £1m, are automatically covered. The Insurance team will however request annually a list of these projects from Capital Finance.
- Projects (refurbishments, redevelopments and extensions only - **not new builds**) where the gross value (inclusive of Fee's and VAT) does exceed £1m or is over 12 months in duration, should be notified to the Insurance team using PF18, regardless of whether the University or Contractor is to insure (however this should be clearly stated on the PF18).
- For New build projects of less than £5m gross value, the Contractor would normally be expected to insure. Over this value a quotation should be sought via the Insurance team, to ascertain if the University can source more competitively. The key exception to this and irrespective of the Contract value, is if there is a risk adversely affecting Teaching, Learning, Research, student accommodation and alternative accommodation costs, equipment installation, Income etc, if an event such as fire, flood, theft, should occur; then the University should insure and 'Delayed Start Up' should be requested on the PF18 (or notified to the Insurance team for projects of gross value less than £1m).

#### The following guidance applies:

- Insurance for Building Works is usually arranged to be in joint names (of the University and Contractor).
- For refurbishment / works to existing structures and extensions the University should insure.
- '*Non Negligent Liability*' cover (6.5.1) should be requested if there is any risk to damage of neighbouring buildings/property as a result of the works (e.g. via works involving piling, excavation, underpinning or basement works).
- '*Environmental Impairment Liability*' Cover should be requested if there is any risk of an environmental incident that would require clean up. This could be a 'sudden or gradual release' and can be procured for the project duration or the long term.
- If any Furniture, fittings or equipment (FFE, including Computers, servers, Department equipment etc) are being installed by the University or any other party (other than the Contractor delivering the Contract works), prior to Practical Completion; Then this list of FFE (including values) should be notified to the Insurance team, prior to these works taking place.
- The full gross reinstatement value (including a breakdown split of reinstatement value, fees, VAT, FFE etc) should be provided to the Insurance team at Practical Completion.
- Cladding - Provide details of the cladding/envelope system and confirmation that the materials and products are non-combustible (LPC - loss prevention council accredited products/materials to be used) to the Insurance team prior to procurement of the cladding.
- If you are unsure at any time, immediately contact Insurance at [insurance@sheffield.ac.uk](mailto:insurance@sheffield.ac.uk) or by telephoning x21510.