

Contractors' Site Induction

Sports Grounds

Directorate of Estates & Facilities - Document No. HS33 V1.0 Dated 16 September 2011

About King's College London

- One of the top 25 universities in the world (Times Higher Education 2008)
- Fourth oldest in England
- 19,700 students from more than 150 countries
- 5,400 employees
- In the top group of UK universities for research earnings overall annual income of approximately £450 million.

More about King's

- RAE 2008
 - 23 departments were ranked in the top quartile of British universities;
 - over half of academic staff work in departments that are in the top 10 per cent in the UK in their field and can thus be classed as world leading
- *King's Health Partners Academic Health Sciences Centre (AHSC)* is a pioneering global collaboration between Kings & 3 NHS Foundation Trusts

SECURITY

- Report to the Sports Grounds Manager or Grounds Manager upon arrival.
- You may be issued with an ID card upon completion of the induction process.
- Scaffolds and builders' lifts must not be accessible out of hours, security measures must be agreed before erection of the equipment.
- Ladders must be secure when not in use.
- Inform Sports Grounds Manager or Grounds Manager if you require out of hours or weekend working.

Property Locations

This induction applies to:

- Honor Oak Park Sports Pavilion, Brockley Rise, London, SE23
- Griffin Sports Ground, Dulwich Village, London, SE21
- New Malden Sports Ground, Windsor Avenue, New Malden, KT3

Access Control

- **DO NOT** leave external doors open and unattended.
- **DO NOT** let anyone in without asking them to produce their pass.
- Inform Sports Grounds Manager or Grounds Manager if Access Control doors need to be kept open or if a Fire Door needs to be used:
 - New Malden: 0208 949 9732/3
 - Honor Oak Park: 0208 613 9432
 - Griffin: 0208 693 2330.

FIRE & EVACUATION

The Fire Alarms are electronic sounders.

■ WHEN IT SOUNDS

- STOP WORK AND EVACUATE TO THE FIRE ASSEMBLY POINT:
 - New Malden: Tennis courts along Windsor Avenue
 - Honor Oak Park: Grandstand
 - Griffin: Hard tennis courts
- Foreman/Supervisors **ENSURE THAT YOU HAVE ACCOUNTED FOR ALL PERSONNEL**
- INFORM **EVACUATION MARSHAL/DUTY MANAGER/SECURITY** OF THIS AT THE **FIRE ASSEMBLY POINT.**

FIRE & EVACUATION (2)

- ♦ Fire Alarm Tests are carried out every:
 - Monday between 09.00 and 10.00 at New Malden
 - Tuesday between 10.45 and 11.00 at The Griffin
 - Tuesday between 11.30 and 11.45 at Honor Oak Park.
- ♦ **If the fire alarm sounds for more than 30 seconds** it is a real fire alarm activation and you should evacuate.
- **NEVER** leave a **FIRE DOOR OPEN**
- **ALWAYS** keep **FIRE ESCAPE ROUTES CLEAR**

Evacuation Assembly Points

FIRE ASSEMBLY POINTS ARE:

- New Malden: Tennis courts along Windsor Avenue
- Honor Oak Park: Grandstand
- Griffin: Hard tennis courts

FIRST AID AND MEDICAL EMERGENCIES

■ MINOR INCIDENTS

- Contact the Sports Grounds Manager or Grounds Manager:
 - New Malden: 0208 949 9732/3
 - Honor Oak Park: 0208 613 9432
 - Griffin: 0208 693 2330.

■ SERIOUS INCIDENTS

- As above where assistance in contacting Emergency Services can be found.
- There are **A&E departments** at Kings College Hospital (for Griffin), Kingston Hospital (for New Malden), Lewisham Hospital (Honor Oak Park)

OTHER EMERGENCIES

- **SUSPICIOUS PACKAGES**

Call the Grounds Managers on:

- New Malden: 0208 949 9732/3
- Honor Oak Park: 0208 613 9432
- Griffin: 0208 693 2330.

- **CHEMICAL/BIOLOGICAL SPILLAGES**

Call the Grounds Manager on:

- New Malden: 0208 949 9732/3
- Honor Oak Park: 0208 613 9432
- Griffin: 0208 693 2330.

- **EXTERNAL INCIDENTS**

- Telephone emergency services 9-999

ACCIDENT/INCIDENT REPORTING

- **ALL** Accidents or incidents, including near misses must be reported through your own company's system and a copy sent to the College's Contract Manager.

GENERAL SAFETY ON SITE (1)

- There are various hazards, hazardous substances and restricted areas on site.
- No works will be allowed to begin without:
 - Reporting to the Ground Manager's Office
 - Following Estates & Facilities Procedures, especially the Permit to Work Procedure.
 - Wearing **Personal Protective Equipment (PPE)** suitable to the task, or as site rules indicate.

GENERAL SAFETY ON SITE (2)

- The College **CANNOT** accommodate storage of materials/ tools within the buildings.
 - Tools/materials should be stored in work area compounds. These are to be agreed and assigned (if necessary) in advance.
 - **ANY** tools/materials left unattended can be disposed of **WITHOUT** notice
 - Discuss any combustible or explosive articles with the Directorate of Estates & Facilities before they are brought on site.
 - Oxy/acetylene is **NOT** allowed on College premises, unless agreed in writing by the College Fire Safety Officer
 - **DO NOT** leave waste anywhere onsite e.g. in **stairwells, corridors, cleaners cupboards etc.**

GENERAL SAFETY ON SITE (3)

- Appropriate **WARNING SIGNS** and **BARRIERS** should be used where necessary;
 - Diversion signs should be used if your work affects entrances, exits, external roads or pathways.
 - Diversion signs should be agreed in **advance** with the Grounds Manager on 0207 733 2166

ESTATES & FACILITIES PROCEDURES (1)

- You must report to the Grounds Manager before starting any construction or maintenance works.
- **ALL SITE RULES MUST** be obeyed
- You **MUST** supply a **Method Statement and Risk Assessment** to Estates & Facilities **BEFORE** work begins.
- You **MUST** view and discuss the Asbestos Register with the local Estates & Facilities Office before starting any works.
- You must have **authorisation from Estates & Facilities** to start work.

ESTATES & FACILITIES PROCEDURES (2)

- All construction or maintenance work requires at least 24 Hours in advance to Estates & Facilities
- Do **NOT** move or disconnect any security devices without prior notification and approval of the **ESTATES & FACILITIES** and **SECURITY** Departments.
- Hand tools and plant must be either **battery operated** or **110v** and **PAT tested**.
- Trailing leads must be covered in high visibility tape.
- **ALL** equipment must be provided by you and may **NOT** be left in any building.
- We will not provide any access equipment.
- In the event of **UNSCHEDULED WORK/UNFORESEEN CIRCUMSTANCES** staff need to be aware of the conditions of the **RISK ASSESSMENT**.

Permits to Work (1)

- Some types of work will require a Permit to Work.
- Works requiring **PERMIT TO WORK** include:
 - Work in confined spaces
 - Work in operational laboratories
 - Hot works
 - Work on high or low voltage electrical systems
 - Work on fire alarm or emergency lighting systems
 - Work on roofs
 - Work in an excavation
 - Work with asbestos
 - Work involving the erection of a scaffold or tower scaffold
 - Work on or near buried services
 - Works that may accidentally activate the Fire Alarm
 - Any other work that is deemed to be “high risk”

Permits to Work (2)

- **No such work shall commence without a Permit to Work.**
- Permits are issued by the Estates & Facilities Office, located in Three Tuns House, Guy's Campus.
- Tel: 020-7848 6883/6885/6845.

Site Specific Rules

- No deliveries or noisy works between 17.00 and 08.00
- Smoking is NOT permitted anywhere on site.

USE OF SUB-CONTRACTORS

- If your contract with the College allows the use of sub-contractors the following is required:
 - Your managers and/or foremen must ensure that all subcontracted personnel attend a King's College London Induction.
 - Inductions may be arranged by contacting the Estates department.
 - **Personnel found working on Site without having attended an induction will be suspended from Site without notice.**

VEHICLES

- You should assume that no parking is available.
- Unless agreed at least 48 hours in advance with the Grounds Manager.
- **Other vehicles will be refused admittance!**

USEFUL CONTACT NUMBERS

Estates Office: 020-7848 6883/6885/6845

Grounds Managers Office:

- New Malden: 0208 949 9732/3
- Honor Oak Park: 0208 613 9432
- Griffin: 0208 693 2330

Estates & Facilities Helpdesk: 020-7848 3456

Estates Manager: Nick Gouveia: 020-7848 6845 or 07788-496245

Sports Ground Manager: John Grant: 0208 949 3732

Protect yourself against
the hidden killer

Work safely if asbestos
is present



ASBESTOS



Health and Safety
Executive

Induction Acknowledgement (Sports Grounds)

Company Name.....

SURNAME	FIRST NAME	DATE	SIGNATURE

Please complete this form in Capitals.

A copy of the completed form must be returned to your College Contact prior to employees attending site, or works may be delayed.