

Contractors' Site Induction

Strand Campus & Drury Lane

Directorate of Estates & Facilities - Document No. HS13 V3.2 - Dated 5th January 2012

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

- You will be issued with an **ID CARD** from SECURITY (Main Gate, Strand Building) upon production of a valid signed permit from ESTATES.
- Your ID card must be visible at **ALL** times and returned to the **Strand Building Security Control Room** upon leaving site.
- 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 Estates and Security if you require out of hours or weekend working.

Strand Campus – Main Site Plan



Please note: A separate document is available for contractors working at the Maughan Library.

Access Control

- DO NOT leave external doors open and unattended.
- DO NOT let anyone in without asking them to produce their pass.
- Inform SECURITY on Ext. 1024 (based at the main gate, Strand Building) or Ext. 1727 for Drury Lane if Access Control doors need to be kept open or ESTATES on Ext. 2908 if a Fire Door needs to be used.

FIRE & EVACUATION

The Fire Alarm on the Main Campus is Full hard wired fire alarm system with electronic sounders.

The Fire Alarm at Drury Lane is electronic sounders.

■ WHEN IT SOUNDS

- STOP WORK AND EVACUATE TO THE FIRE ASSEMBLY POINT
- Foreman/Supervisors **ENSURE THAT YOU HAVE ACCOUNTED FOR ALL PERSONNEL**
- INFORM **EVACUATION MARSHAL** OF THIS AT THE **FIRE ASSEMBLY POINT.**

FIRE & EVACUATION (2)

- Fire Alarm Tests are carried out every Wednesday morning:
 - Kings Building 09.00 – 09.15
 - Strand Building 09.15 – 09.30
 - North Wing, East Wing, 39-41 Surrey Street & Philosophy 09.30 – 09.45
 - Chesham Building & Norfolk Building 09.45 – 10.00
 - Macadam Building 10.00 – 10.15
 - Laws Building 10.15 – 10.30
 - Drury Lane 11.00 – 11.30
- ♦ **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

- King's Building – Somerset House Courtyard & Embankment Terrace
- Strand Building – Somerset House Courtyard & Strand Pavement
- Laws Building – On Strand Pavement Outside Somerset House
- Norfolk Building – Outside Adjacent Building (used to be Arthur Andersons)
- Chesham Building - Outside Adjacent Building (used to be Arthur Andersons)
- Philosophy Building - Outside Adjacent Building (used to be Arthur Andersons)
- 39-41 Surrey Street - Outside Adjacent Building (used to be Arthur Andersons)
- 169-171 Strand (North Wing) – Next to Old Aldwych Tube Station & Somerset House Courtyard/Surrey Street
- Old Watch House – Surrey Street
- Macadam Building – Opposite the Hotel on the Embankment
- East Wing – Somerset House Courtyard/Surrey Street
- Drury Lane – Parker Street adjacent to the Theatre and Arn Street

FIRST AID AND MEDICAL EMERGENCIES

■ MINOR INCIDENTS

- Contact **Security** on Ext. 1024 for the Strand Main Campus or Ext. 1727 for Drury Lane

■ SERIOUS INCIDENTS

- There is an **A&E department** in St Thomas' Hospital. Contact **SECURITY** on Ext. 1024 for the Strand Main Campus or Ext. 1727 for Drury Lane for assistance with the Emergency Services

OTHER EMERGENCIES

- **SUSPICIOUS PACKAGES**

- Security on Ext. 1024 for the Strand Main Campus or Ext. 1727 for Drury Lane

- **CHEMICAL/BIOLOGICAL SPILLAGES**

- Richard Woods on Ext. 2820
- Make security aware on Ext. 1024 for Strand Main Campus or Ext. 1727 for Drury Lane and Estates aware on Ext. 2908

EXTERNAL INCIDENTS

- Security on Ext.1024 for the Strand Main Campus or Ext. 1727 for Drury Lane

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 Estates Shift Office in Room K-2.47, Level -2 King's Building. Telephone Ext. 2908
 - 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 Estates on Ext. 2908

ESTATES & FACILITIES PROCEDURES (1)

- You must report to the local Estates & Facilities Office 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 work requires at least 24 Hours notice 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 **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 Shift Office, Room K-2.47, Level -2 King's Building, telephone Ext. 2908.

Site Specific Rules at the Strand Campus

- On receipt of an instruction to undertake work, the employee and / or contractor will need to examine the appropriate Asbestos Register for the area(s) in which work is being undertaken
- If the Asbestos Register indicates that there is no asbestos material present then the work as specified may proceed.

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 Shift Office on Ext. 2908.
 - Personnel found working on Site without having attended an induction will be suspended from Site without notice.

VEHICLES

- There is extremely limited parking at the Strand Campus and Drury Lane.
- You should assume that no parking is available
- Unless agreed at least 48 hours in advance with the College's Contract Manager.
- **Other vehicles will be refused admittance!**

USEFUL CONTACT NUMBERS

Emergency line	Ext. 2222 (020-7848-2222)
Estates Office	Ext. 1899 /2606 / 2506/ 2908
Main Campus Security	Ext: 1024
Drury Lane Security	Ext. 1727
Strand Building Reception	Ext. 2000
Security Manager	Mark Rainsbury: Ext. 1837
Assistant Estates Manager	George Aldis: Ext. 2506 Duncan Ede: Ext 2606

Protect yourself against
the hidden killer

Work safely if asbestos
is present



ASBESTOS



Health and Safety
Executive

Induction Acknowledgement (Strand – Main Site & Drury Lane)

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.