About King’s College London

• King’s College London is an international Higher Education institution. The Denmark Hill site consists of 29 buildings which is a mix of teaching, office space, research facilities and libraries. For further information:

www.kcl.ac.uk
Building Addresses

Main buildings

Institute of Psychiatry (IOP), 16 De Crespigny Park, London, SE5 8AF
Weston Education Centre (WEC), 10 Cutcombe Road, London SE5 9RL

Other site buildings include:

4 Windsor Walk (Addiction Science Building), 1 Windsor Walk,
David Goldberg Centre, SGDPRC, Henry Wellcome Building,
Child & Adolescent Psychiatry Buildings, Academic Neuroscience Building,
Centre for Neuroimaging Science, Portacabin on the Green, Maudsley Hospital
James Black Centre, Rayne Institute, On-Call Residences, Respiratory/Thoracic Medicine,
Cicely Saunders Institute, Wellcome Trust Building, Cheyne Wing, Faraday Building
NO PARKING on Campus.

PAY AND DISPLAY CAR PARK (Woodstock Car Park - West site) opposite the Western Education Centre

Nearest Rail - Denmark Hill (adjacent to the Campus,) serves trains from Victoria, London Bridge, Blackfriars and Elephant and Castle. Loughborough Junction is about 15 minutes walk away and is served by Thameslink trains from London Blackfriars via Elephant and Castle.

Nearest Tube: Oval (Northern Line) and Elephant and Castle (Northern and Bakerloo Lines) from where the journey has to be completed by bus.

Nearest Bus: King’s College Hospital, Denmark Hill: 40, 68, 176, 185, 468, 484. Camberwell Green (about 10 minutes walk): 12, 35, 36, 42, 45, 345, 171. Coldharbour Lane (about five minutes walk): 35, 45, 345
Contacts

Security/Estates and Facilities Desk:
Tel: 020 7848 5500 Weston Education Centre
Tel: 020 7848 0001 Institute of Psychiatry

Maintenance Team Leaders (Hard Services):
Tel: 020 7848 5810 or 020 7848 5643
Mobile: 07823 536544 or 07795883049

Maintenance Team Leader (Soft Services):
Tel: 020 7848 0494

Emergency Contact Number:
020 7848 5501

Other Useful Numbers:
Campus Operations Manager: 020 7848 5775
Assistant Campus Operations Manager: 020 7848 5255 Mobile: 07554 115177
Contracts and Compliance Manager: 020 7848 5829
Site Information
Denmark Hill Campus

Site facilities available to contractors: Please note this is a 24 hour site.

- Delivery Point: Reception Area, Western Education Centre (near to security desk)
- Delivery Point: Rear of Institute of Psychiatry (IOP)
- Goods Lift – James Black Centre only
- Cafeteria located on the 2nd Floor, Main IOP building
- Cafeteria located on Ground Floor, WEC
- Coffee Shop located on Ground Floor, KCH
- Toilets at Reception, WEC
- Toilets at Reception, IOP
- Wireless Access: (by prior permission only)
- Local shops and cafés within a 10 minute walk
- Cash machine located at Ground Floor, KCH
Fire Alarm Bell Test
Denmark Hill Campus

Fire Alarm Tests are carried out every **Tuesday morning:**
- Rayne Institute: 09.00 – 09.15
- James Black Centre (JBC): 09.15 – 09.30
- Weston Education Centre (WEC): 09.30 – 09.45
- On-Call Residence: 09.45 – 10.00
- Cicely Saunders Institute (CSI): 10.00 – 10.15

Fire Alarm Tests are carried out every **Wednesday morning:**
- Portacabin on the Green: 09.00 – 09.30
- SGDP: 09.00 – 09.30
- Child Psychiatry: 09.30 – 10.00
- IOP Main Building (inc. Maudsley & Portacabins): 09.30 – 10.00
- Henry Wellcome Building: 10.00 – 10.30
- David Goldberg Centre: 11.00 – 11.30
- Neurology (1 Windsor Walk): 11.30 – 12.00
- Addiction Sciences (4 Windsor Walk): 11.30 – 12.00

Fire Alarm Tests in the Wellcome Building and Respiratory & Thoracic/Clinical Research Wing are controlled by the NHS Trust – please ask your permit issuer for details.
Fire and Evacuation
Denmark Hill Campus

The Fire Alarm on this campus are 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 THE EVACUATION MARSHAL OF THIS AT THE FIRE ASSEMBLY POINT
- 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

- IOP Main Building: Opposite side of the road on De Crespigny Park
- Neurology (1 Windsor Walk): Outside the SGDP Building
- Addiction Sciences (4 Windsor Walk): Outside the SGDP Building
- Portacabin on the Green: South Wing car park
- Child Psychiatry: Opposite side of the road on De Crespigny Park
- SGDP Building: South Wing car park
- Maudsley Portacabins: Opposite side of the road on De Crespigny Park
- David Goldberg Building: Opposite side of the road on De Crespigny Park
- Henry Wellcome Building: Opposite side of the road on De Crespigny Park
- FOR:
  - James Black Centre
  - Rayne Institute
  - Weston Education Centre
  - On-Call Residences
  - Cicely Saunders Institute (CSI) PLEASE ASSEMBLE IN THE Woodstock Car Park (Opposite the Weston Education Centre).
EMERGENCIES

For Accidents/Incidents Including:

• SUSPICIOUS PACKAGES
• CHEMICAL/BIOLOGICAL SPILLAGES
• DISCOVERY/ACCIDENTAL DAMAGE OF SUSPECT ASBESTOS MATERIAL

Contact SECURITY on 020 7848 5500 for assistance

Security Desks are located at:
– Ground Floor, Weston Education Centre (WEC) Reception
– Ground Floor, Institute of Psychiatry (IOP) Main Building Reception

EXTERNAL INCIDENTS
– Telephone the emergency services 9-999
– There is an A&E department in Kings College Hospital (located on West Site)

– ALL Accidents or incidents, including near misses must be reported through your own company’s system and a copy sent to the Denmark Hill Operational Contracts & Compliance Manager
ESTATES & FACILITIES PROCEDURES

- The following work requires at least 24 hours notice
  - Access to ceiling voids
  - Work involving noisy or dusty procedures
  - Work requiring isolation of fire detectors
  - Working with or altering building fabric

- 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.
- In the event of UNSCHEDULED WORK/UNFORESEEN CIRCUMSTANCES staff need to be aware of the conditions of the RISK ASSESSMENT.

No noisy works between 17.00 and 08.00
Permit to Work

- To obtain a Permit to Work You **MUST** supply a **Method Statement and Risk Assessment** to Estates & Facilities at least 24 hours prior to works commencing.

- You must have completed a contractors site induction within the last 12 months (this document).
- You must have **authorisation from Estates & Facilities** to start work.
- Permits are issued from Estates & Facilities Operations Office, Ground Floor, Weston Education Centre
  0207 848 5829
- 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

- **No such work should commence without authorisation from Estates and Facilities.**
Permit to Work

- No works will be allowed to begin without:
  - A **RISK ASSESSMENT** and a **METHOD STATEMENT**, specific to the task at hand;
  - Viewing and discussing the **ASBESTOS REGISTER** with the Estates & Facilities Department on site;
  - Wearing **Personal Protective Equipment (PPE)** suitable to the task, or as site rules indicate;

- 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 **Estates & Facilities Department** before they are brought on site.
  - Oxy/acetylene is **NOT** allowed on College premises
Permit to Access

Permission to Access Permits are designed for managing contractors carrying out low risk activities around the College estate.

Tasks that may be covered by Permission to Access Permit includes:
- Routine Planned Maintenance
- Visual Site Surveys
- Utility Meter Readings etc

All activities are carried out on a risk based approach which will determine the level of controls required.

- To obtain a permission to access permit you must have completed a contractors site induction (this document).
- You must have authorisation from Estates & Facilities to start work.
- Permits are issued from the Estates & Facilities Operations Office, Ground Floor, Weston Education Centre 020 7848 5829

Contractors rules must be obeyed at all times
Site SECURITY

- You will be issued with an ID CARD upon completion of the Induction process.
- Your ID card must be visible at ALL times and returned to the Ground Floor, Weston Education Centre (WEC) Reception, Ground Floor, Institute of Psychiatry (IOP) Main Building Reception upon leaving site.
  - **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 020 7848 5500 if Access Control doors need to be kept open or if a Fire Door needs to be used.

SECURITY

- 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 Security if you require out of hours or weekend working.
- **DO NOT** leave waste anywhere onsite e.g. in stairwells, corridors, cleaners cupboards etc.
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 Campus Operations Office on 020 7848 0808

• Personnel found working on site without having attended an induction or in receipt of a valid permit will be suspended from site without notice.
Safe System of Work

Due to the age and nature of our buildings, many of them may contain asbestos containing materials (ACM’s).

Below gives an example of the type of activity which requires viewing the Asbestos Register:

- Access to ceiling voids
- Working with or altering building fabric
- Entering Plant Areas or riser spaces

This list is not exhaustive, please discuss with your permit issuer prior to starting works.
# Induction Acknowledgement (Denmark Hill)

Company Name

<table>
<thead>
<tr>
<th>SURNAME</th>
<th>FIRST NAME</th>
<th>INDUCTION DATE</th>
<th>MOBILE NUMBER</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.