

# Contractor Site Induction

## Guy's Campus

Directorate of Estates & Facilities - Document No. HS16 V4 - Dated January 2014

# About King's College London

- *King's College London is an international Higher Education institution. The Guy's site consists of buildings which is a mix of teaching, office space, research facilities and libraries.*

*For further information please visit:*

[www.kcl.ac.uk](http://www.kcl.ac.uk)

# Building Addresses

## **Main building:**

Capital House: Estates & Facilities offices, 3<sup>rd</sup> Floor, Capital House, 43 Weston Street, London SE1 3QD.

## **Other site buildings include:**

Henriette Raphael House, New Hunt's House , Hodgkin building, Nuffield Annexe, Old Guys House, Pavey Gym, Shepherd's House, Doyles House, 127 Borough High Street, Greenwood Theatre, Three Tuns House, Wolfson House, Wolfson Wing, Zenith House, Boland House, Britannia House

## **Spaces in the Guy's Hospital we provide Soft services and Carpentry for**

- Hospital Tower: Bermondsey Wing, Tower Wing, Southwark Wing,
- Borough High Street, Borough Wing

# Campus Map

## LIMITED PARKING ON CAMPUS

**PAY AND DISPLAY CAR PARK:** Weston Street, St Thomas Street and Snowsfield

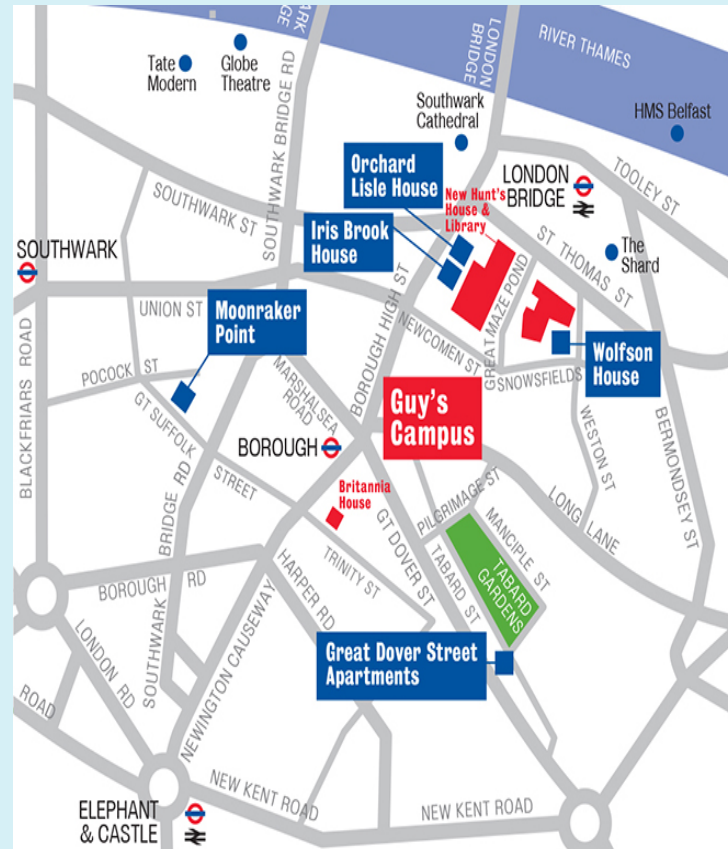
**NCP public car park :** Snowsfield (within 10 minute walk from the campus)

**Nearest Rail :** London Bridge

**Nearest Tube:** London Bridge (Northern and Jubilee Lines)

**Nearest Bus:** Buses stopping in Tooley Street: **47**. Buses stopping at London Bridge Station: **21** (24 hour), **43** (24 hour), **48, 149** (24 hour), **343** (24 hour), **381, N381, 521**.

Buses stopping at Borough High Street: **21** (24 hour), **35** (24 hour), **40, 47, 133** (24 hour).



# Campus Detail



# Contacts

**Security Desk:** 24 hour

020 7848 6666 Ground Floor, Hodgkin Building

**Estates & Facilities Office :** 020 7848 6883/6885/6845

**Maintenance Team Leaders (Hard Services):**

Tel: 020 7848 6883 or 020 7848 6885

**Maintenance Team Leader (Soft Services):**

Tel: 020 7848 6828

**Emergency Out of Hours Contact Number:**

Tel: 020 7848 6666

**New Hunts House (NHH) Reception/Security :**020 7848 6004/6005

**Other Useful Numbers:**

Campus Operations Manager : 020 7848 6022

Deputy Operations Manager : 020 7848 6956

Contracts Administrator: 020 7848 6933

# Site Information

## Guys Campus

Site facilities available to contactors: Please note site is open from 8.00 am – 5.00pm

- Out of Hours/weekend access: Inform Estates & Facilities and Security :Confirmed Permit to Work: collect and return ID card from Security, Hodgkin Building
- Delivery Point: Contact Estates and Facilities office, Three Tuns House to arrange Tel: 20 7848 6883/6885/6845
- Goods Lift: Wolfson Wing (Hodgkin Building)
- Restaurant located on Ground Floor (Henriette Raphael Building)
- Coffee Shop located on Ground Floor (New Hunts House)
- Hospital Shop located on Ground Floor (Guys' Hospital)
- Special toilets for contractors: Nag's Head Yard (behind Hodgkin Building)
- Wireless Access: Prior permission only
- Local shops and cafes within a 10 minute walk from the campus
- Cash machine: near to Bookshop – Shepherd's House

# Fire Alarm Bell Test

## Guy's Campus

Fire Alarm Tests are carried out every **Tuesday** morning:

- Henriette Raphael & Shepherds House: 09.00 – 09.15
- Hodgkin Building: 09.15 – 09.30
- Doyles House: 09.30 – 09.45
- Wolfson Wing: 09.45 – 10.00
- Pavy Gym: 10.00 – 10.15
- Zenith House: 10.15 – 10.30
- 127 Borough High Street: 10.30 – 10.45
- Three Tuns House: 10.45 – 11.00
- Nuffield Annexe: 11.00 – 11.15
- Greenwood Theatre: 11.15 – 11.30
- Wolfson House: 11.30 – 11.45
- Capital House: 11.45 – 12.00
- Britannia House: 12.15 – 12.30



# FIRE and EVACUATION

## Guy's Campus

Fire Alarm at this campus is a continuous two-tone klaxon.

▪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.**
- 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

- New Hunt's House – Colonnade
- Doyle's House – Colonnade
- Wolfson Wing – Outside Three Tuns House
- Zenith House – Outside Three Tuns House
- Boland House – Colonnade
- Henriette Raphael House – Colonnade
- Hodgkin Building – Colonnade
- Three Tuns House – Borough High Street
- Shepherd's House – Colonnade
- Chapel – Colonnade
- 137 Borough High Street – Outside Three Tuns House
- Pavy Gym – Outside Three Tuns House
- Capital House – Outside Horseshoe Inn, Melior Street
- Greenwood Theatre – Outside Wolfson House when low occupant numbers. For larger numbers move outside the Horseshoe Inn, Melior Street.
- Wolfson House – On Weston Street, adjacent Greenwood Theatre
- Britannia House – Trinity Church Square

# EMERGENCIES

## For Accidents/Incidents Including:

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

Contact **SECURITY** on 020 7848 6666 for assistance

### Security Desks are located at:

- Ground Floor, Hodgkin Building Reception
- Ground Floor, New Hunts House, Reception

### EXTERNAL INCIDENTS

- Telephone the emergency services 999
- There is an **A&E department** in St Thomas' Hospital. Contact **SECURITY** on 020 7848 6666 for assistance with the Emergency Services.
- There is a Minor Injuries Unit at Guy's Hospital.
- **ALL** Accidents or incidents, including near misses must be reported through your own company's system and a copy sent to the Guy's Campus Operations Manager

# ESTATES 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 and 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 and Facilities** to start work.
- Permits are issued from the Estates & Facilities Office, Three Tuns House Tel 020 7848 6883/6885/6845
- 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 & 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

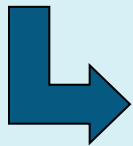
All activities are carried out on a risk based approach which will determine the level of controls required.

- 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 Residences Manager, Estates & Facilities Office, Three Tuns House 020 7848 6874

**Contractors rules must be obeyed at all times**

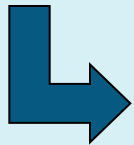
# Site SECURITY

- 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 Security Office, Ground Floor, Hodgkin Building
- **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 0083 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.

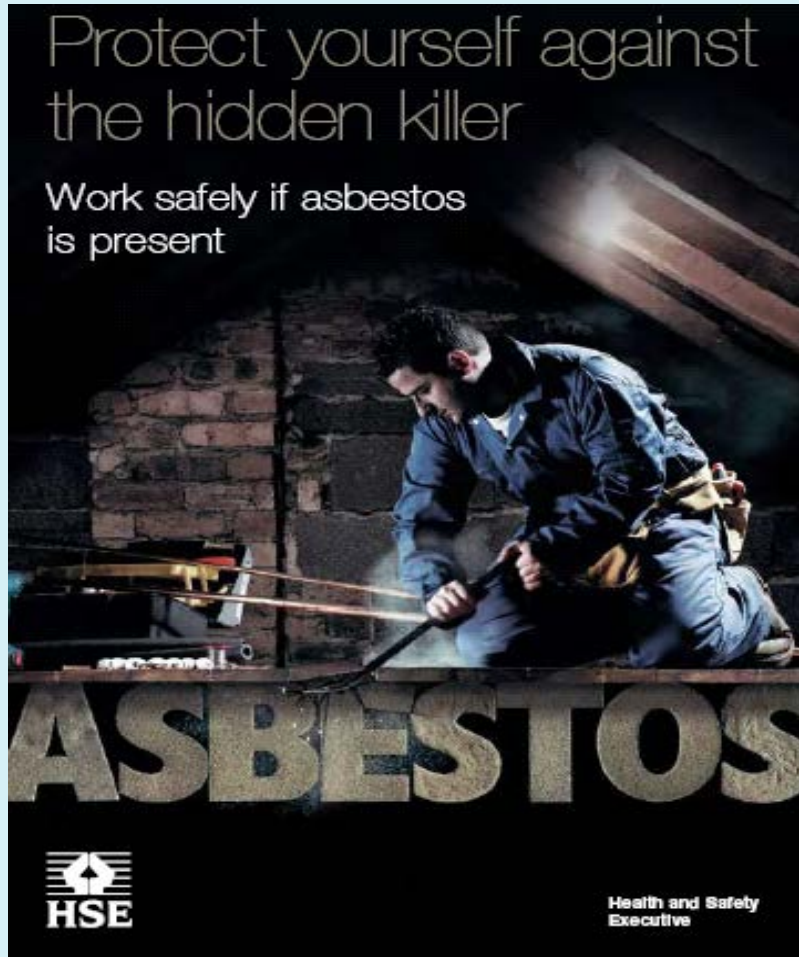


# USE OF SUB- CONTRACTORS

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 Estates & Facilities Office on 020 7848 6883/6885/6845
- Personnel found working on site without having attended an induction and not covered by a valid permit may 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 (Guys Campus)

Company Name.....

FIRST NAME	SURNAME	INDUCTION DATE	MOBILE NUMBER	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.