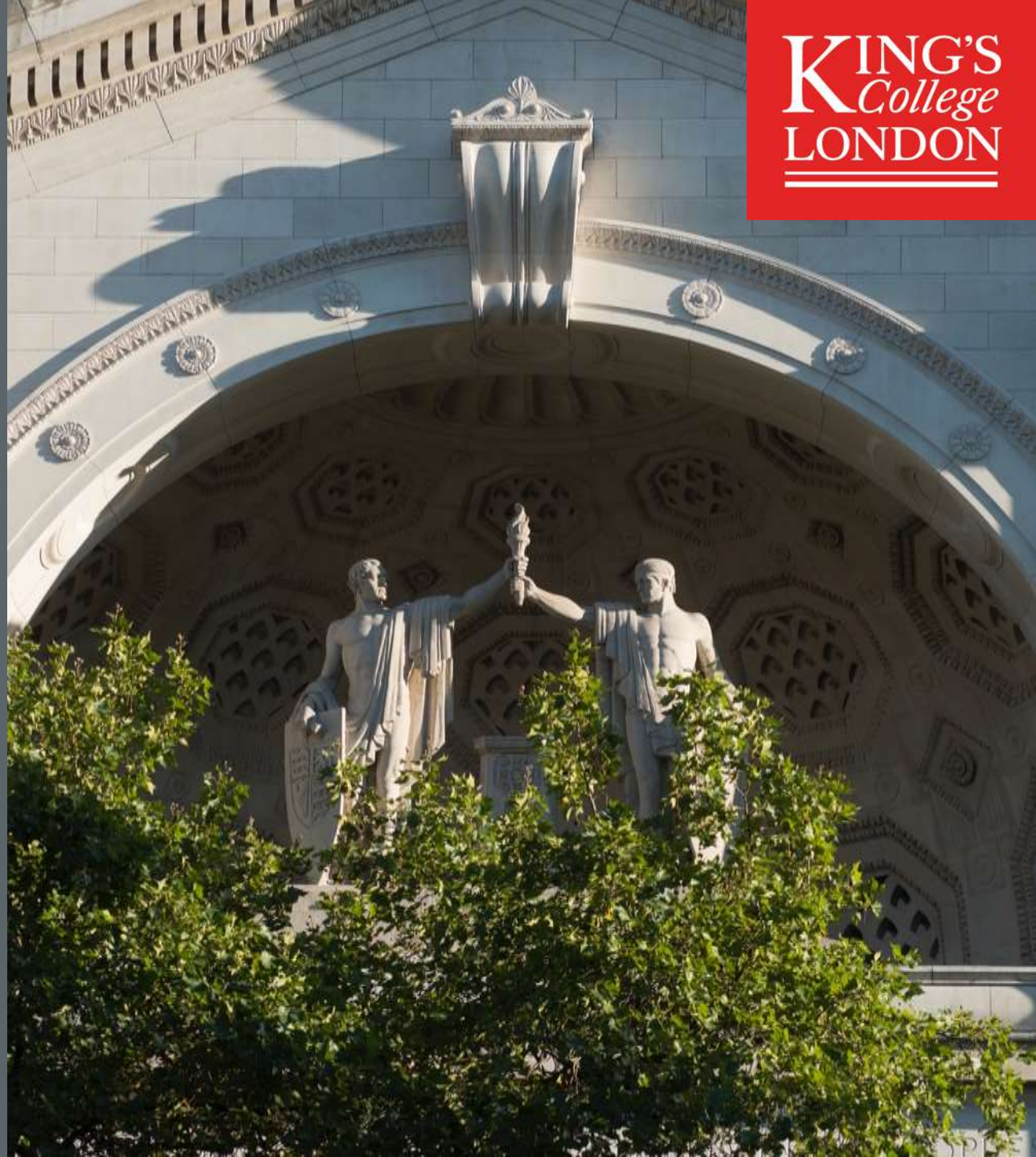


Estates & Facilities

Contractor Induction

This information is intended for contractors and visitors operating within the King's College London (KCL) occupied estate.

KING'S
College
LONDON



Welcome

King's College London is an internationally renowned university delivering exceptional education and world-leading research. We are dedicated to driving positive and sustainable change in society and realising our vision of making the world a better place.

We have six main campuses of teaching and research facilities. (See slide 3 for full list)
This is supported by a number of residential and sporting facilities across London. In total, we occupy nearly 120 properties.

All contractor employees working at King's must each complete this induction. The induction must be completed in advance of arriving on site, recommended 5 working days before the planned works and reflect the date that the induction was completed.



Campus Engineering Office Locations

Denmark Hill East and West Campus: The Engineering Office is located in the IoPPN Building ground floor.

Guys Campus: The Engineering Offices are located in Doyles House ground floor; **New Hunts House G.24** (NHH only).

Sports Grounds: The Engineering Office is located in Doyles House Ground Floor, Guys Campus

Strand North Campus: The Engineering Office is located in Bush House (Centre Block) on the lower ground floor Facilities Office- also in the Strand South Kings Building room K-2.95.

Strand South Campus: The Engineering office is located in room NG04 on the Ground Floor of the Norfolk Building.

Waterloo Campus (JCMB/WBW): The Engineering office is located in room K-2.95 on level -2 of the Kings Building; **Franklin Wilkins Building G.23** (FWB only).

St Thomas': The Engineering Office is located in Doyles House Ground Floor, Guys Campus.

King's Service Centre: The Operations Desk is located in Unit 3B Quintdown Business Park.

Residences Buildings

Great Dover Street Apartments: The Engineering Office is located in Doyles House ground floor.

Wolfson House: The Engineering Office is located in Doyles House ground floor.

Maunsell Street: The Engineering Office is located at the Strand Campus Kings Building room K-2.95 on level -2.

Stamford Street Apartments: The Engineering office is located in room K-2.95 on level -2 of the Kings Building.

Waterloo Gym: The Engineering office is located in room K-2.95 on level -2 of the Kings Building.

Emergency Arrangements

In the event of an Emergency, please contact Security on:

020 7848 2222

Area Specific Security Contact No:

- Denmark Hill East – 020 7848 0001
- Denmark Hill West – 020 7848 5555
- Guys – Hodgkin Building Guys Campus – 020 7848 6666
- Strand – 020 7848 1024
- Residences – Great Dover Street Apartments – 020 7848 8666
- Residences – Stamford Street Apartments incl Waterloo Gym – 020 7848 7848
- Sports Grounds – 020 7848 1024 (Security based at Strand)
- St Thomas' (King's Buildings) – 020 7188 3397
- Hospital Buildings (Guy's & St Thomas') – 020 7188 3333

Emergency situations include:

- Suspicious packages.
- Chemical, biological or radiological spillages
- Discovery or accidental damage of suspect asbestos containing materials

Nearest A&E to Campus

Campus	A&E Hospital Link
Denmark Hill East & West, Champion Hill residences	<u>King's College Hospital</u>
Guy's Campus, Wolfson House residence, Great Dover Street residences, Iris Brook & Orchard Lyle residences	<u>St Thomas' Hospital (A&E)</u> <u>Guy's Hospital Urgent Care Centre (Minor injuries only)</u>
Strand, Waterloo, Stamford Street residence	<u>St Thomas' Hospital</u>
The Griffin Sports Ground	<u>King's College Hospital</u>
New Malden Sports Ground	<u>Kingston Hospital</u>
Honor Oak Park Sports Ground	<u>University Hospital Lewisham</u>

Accidents/Incidents

- **ANY** accident resulting in personal injury or damage to property must be reported immediately to a member of the Estates and Facilities team/security.
- You must also inform your university representative straight away, as well as logging the incident thorough your company's own system.
- Your university representative will ensure any incident is recorded on KCL's Accident Management System (Cority).

Accidents including verbal abuse, near misses, unsafe acts and damage to plant or equipment are all examples of what need to be reported.



- Suspected RIDDOR events should be brought to the attention of your employer and KCL as soon as possible via the following: assurance-estates@kcl.ac.uk and safety@kcl.ac.uk
- KCL Health & Safety Services (H&SS) must be informed via Cority report and will assist with all suspected RIDDOR events.
- Reporting of a RIDDOR event will be agreed and coordinated between H&SS and the Employer/Contractor.

Site Information

Buildings are typically open between 8am and 6pm, Monday to Friday. Access outside of these hours is only with prior agreement.

- You must access each building via the designated entrance and exit only.
- Wireless Access: is via The Cloud - Guest Wi-Fi.
- Welfare facilities must be pre-agreed with your King's project/contract manager. Only use your allocated welfare facilities.
- King's Food outlets are operational and available for students, staff and contractors.
- All deliveries must be received and handled by yourself.
- No storage of materials/tools is permitted unless by previous agreement with your KCL contact.



Fire and Evacuation

The Fire Alarms across all sites are audible sounders.

In the event of a fire or alarm please:

- If the fire alarm sounds for more than 30 seconds, **Stop work** immediately, ensuring the area is left safe for other evacuee's and evacuate.
 - Follow the fire action notices that are displayed in prominent places.
 - Follow fire exit directional signage to your nearest fire exit.
 - Foreman/Supervisors to ensure all personnel have been accounted for.
 - When leaving the building, personnel must safely disperse and distance themselves from the immediate area.
 - Please return to building's main entrance 30 mins after being evacuated.
 - Do not re-enter the building until you're told it is safe by an Evacuation Marshal or Evacuation Controller (wearing a high-vis jacket/vest).
-
- **Always keep fire escape routes clear.**
 - **Never prop a fire door open.**
 - **Fire Safety Systems must not be tampered with or disabled without a valid work permit.**

Please ensure you familiarise yourself with the emergency procedures for the building/buildings you may be working in.



Fire Alarm Bell Test

Weekly fire alarm tests are undertaken as follows:

Denmark Hill Campus (East)	Wednesday AM
Denmark Hill Campus (West)	Wednesday AM
Guy's Campus	Wednesday AM
Strand Campus (South)	Wednesday AM
Strand North Campus	Wednesday AM
Waterloo Campus	Tuesday AM
St Thomas' Campus	Monday AM
Sports Grounds	Tuesday AM
Stamford Street Apartments	Tuesday AM
Great Dover Street Apartments	Tuesday AM
Wolfson House	Tuesday AM



Please check with Security for more precise times / or in the event of a recent change.

Site Safety Rules

Whilst on site, contractors are expected to:

- Behave in a respectful manner towards staff, students and visitors at all times. Any inappropriate dress, language or behaviour (e.g. lewd/aggressive) is not acceptable under any circumstances.
- Contractors are not permitted to access any areas (other than public areas) that are outside their working boundaries. King's College London also reserves the right to remove any operative from its site for breaching these rules or other unacceptable behaviours.
- **Sign IN and OUT** every day. If you do not, we cannot implement our security and emergency procedures which enables us to ensure your safety.
- If you are required to work “out of hours” signing in/out arrangements must be agreed, in advance with the appropriate Estates and Facilities Office.

KCL Contractors Rules and Regulations must always be followed:

<https://www.kcl.ac.uk/aboutkings/orgstructure/ps/estates/contractors>

SITE SAFETY RULES

Every year thousands of people are injured on construction sites. Follow these rules and stay safe.

- 1 ALWAYS WEAR PPE**
PPE is your last line of defence against danger. It protects you if something goes wrong, and helps make sure you are seen. Wear it. 
- 2 GET YOUR INDUCTION**
Make sure you know what is happening on site so you can work safely. Your induction is important. Don't start without one. 
- 3 BE TIDY**
Construction work is messy. Keep your work area tidy to reduce the risk of trips and slips, and fire hazards. Keep access routes clear.
- 4 ACT SAFE**
Construction sites are dangerous places to work. Think safe and act safe throughout your shift.
- 5 FOLLOW SIGNS**
Follow signs and procedures. Check risk assessments and systems of work. Control measures are put in place for your safety. 
- 6 DO NOT ENTER**
Never work in unsafe areas. Don't work at height without suitable fall prevention. Don't enter unsupported trenches. Don't work below crane loads or other dangerous operations. 
- 7 REPORT**
If you notice a problem, don't ignore it, report it to your supervisor immediately.
- 8 DON'T TAMPER**
Never remove guard rails or scaffold ties. Do not remove guards. Do not attempt to fix defective equipment unless you are competent to do so. Do not ever tamper with equipment without authorisation.
- 9 USE THE RIGHT EQUIPMENT**
Use the right equipment for the task. Check and test for defects before use. Use TDV equipment only, suitable for use on a construction site. 
- 10 IF IN DOUBT, ASK**
Better safe than sorry. Mistakes on construction sites can cost lives - don't let it be yours. If you need help or further information speak to your supervisor. 

Site Safety Rules

You may see these signs throughout the buildings that King's manage. There are others so please ensure you familiarise yourself with the health and safety signage that you may come across and **ensure that signage is followed at all times.**



SITE SAFETY

All Visitors and Contractors **MUST** report to the Site Office to receive information and rules regarding this site.

	Safety helmets must be worn
	Safety footwear must be worn
	High visibility jackets must be worn
	No unauthorised persons allowed on this site

Work Permits

All contractor or consultant activity is managed by King's ePermit System.

Information and guidance on use of the ePermit System may be found at:

<https://www.kcl.ac.uk/aboutkings/orgstructure/ps/estates/contractors>



How to request a permit:

Permit requests may be made in one of the following ways as applicable: -

1. If your work requests have been made through a KCL Project Manager, then please liaise through them for the Permit requests.
2. Company must be set up on the ePermit system and a Business Profile up to date.
3. RAMS must be uploaded to the ePermit system for the planned activity and accepted by an authorised KCL person.
4. Once RAMS are approved then a permit request can be made, by the company, via the ePermit system.
5. For further information please see the above link:

Who to send requests to:

- All Permit Requests must be submitted via the ePermit system.
- If unsure of your King's Client Representative/approval team, then please contact Permits@kcl.ac.uk

Please allow **5 working days' notice** to review planned works against known hazards and raise the permit.

No such work should commence without authorisation from Estates & Facilities.

Sub-Contractors

If your contract with King's allows the use of subcontractors, the following is required:

- It is the Principal Contractor's responsibility to ensure that all subcontracted personnel have completed a contractor's site induction (this document) within the last 12 months. This should be sent to assurance at Permits@kcl.ac.uk
- All subcontracted personnel must be covered by a valid Permit or Permission To Access which may be issued to the Principal Contractor.
- All risk assessments and method statements must be received from and accepted by the Principal Contractor, to include a counter signatory or cover letter.

Personnel found working on site without having attended an induction and not covered by a valid permit will be suspended from site.

Site Security

ACCESS CONTRL

- You may be issued with a Photo ID card on your first day on site working at King's College London.
- Your ID card must always be visible whilst on the estate and kept on your person at ALL times.
- Keys and other means of access will only be issued to contractors where a clear need is identified and confirmed on the issued permit.
- Contractors will be charged for lost keys and any security related works e.g. changing locks etc
- **DO NOT** leave external doors open and unattended.
- **DO NOT** permit anyone to enter behind you.

**Just because someone has an ID Card does not permit them access.
Kindly remind visitors to tap in, and advise Security of any concerns.**

SECURITY

- At no time may your works structure be permitted to compromise the existing Security without due authorisation from KCL.
- Doors may not be propped open without being monitored.
- Security measures must be agreed before sites are set up.
- Access equipment, materials and tools must be locked and secured when not in use to prevent unauthorised use.
- If you see something suspicious then please advise Security immediately.

Training & Competence

- King's College London is committed to having a fully trained, competent and professional workforce which as a contractor, includes you.
- Under **NO** circumstances should any task or process that is perceived a risk, be carried out without suitable controls in place.
- All individuals **MUST** provide proof of their competence for the tasks being undertaken prior to the commencement of works.
- If you feel your safety is being compromised, that you do not have sufficient information or training then immediately **STOP** what you are doing and raise the issue with your King's representative.



Equipment

Do NOT move or disconnect any security devices without prior notification and approval of the Estates & Facilities and Security Departments.

- All tools and equipment used on site must be fit for purpose and meet the relevant legislative requirements.
- Consideration must be given to hazards relating to all tools used on suite and should be covered by a Risk Assessment for its intended use. Control measures must be communicated to employees prior to the work commencing.
- **Methods of working equipment not covered by the Risk Assessment should not be used and may result in termination of works.**
- Contractors must not borrow King's College London equipment unless they have express permission to do so.
- Equipment/materials may NOT be left in any building (unless approved by Estates & Facilities).
- Hand tools and plant must be 110v and PAT tested.
- Trailing leads must be covered in high visibility tape and suitably fixed to prevent trip hazards.
- Lifting equipment including harnesses must be tested and test certification available on site for review.
- Mobile plant must be suitably maintained and routinely inspected.
- All access equipment (ladders, scaffolding etc.) must be inspected and inspections recorded and held on site for the duration of the works.

No noisy works are to be carried out unless prior authorisation has been confirmed.

Travel & Driving

Parking on-site is restricted and should only be arranged through your KCL contact who will arrange parking with the local security.

Parking is limited and cannot be guaranteed.

Driving on campus

Operation of any vehicle should only be carried out by a competent person, having demonstrated their relevant qualification.

Segregation of vehicles and pedestrians on site is essential at all times and vehicle/pedestrian routes must always be adhered to.

If there is an unavoidable vehicular operation, that poses a risk to the public (e.g. crossing footpaths) this must be assessed and controlled by using a vehicle banksman, or restricting delivery times etc.

Please also familiarise yourself with any fire routes within your work area.

Asbestos



- Due to the age and nature of our buildings many of them contain asbestos containing materials (ACMs).
- Request a copy of the asbestos register for the area where you are working prior to the commencement of the work and include this information within your RAMS.
- Signage may also be present on doorways or panelling to prohibit access due to asbestos contamination.
- Asbestos warning labels are used throughout the estate, however in all cases the Asbestos Register must be consulted prior to commencing work.



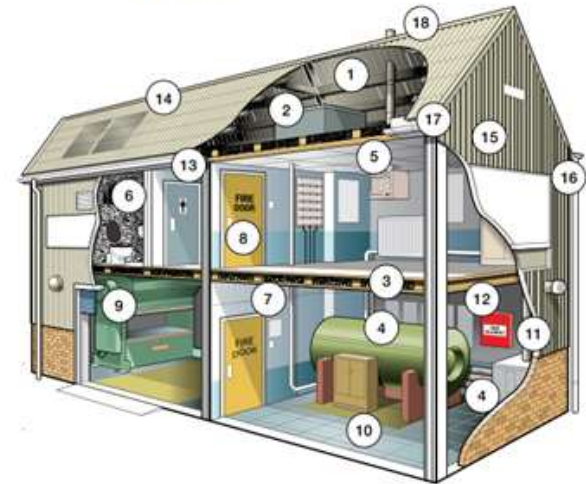
Asbestos

In the event of an unplanned disturbance of suspected (ACM) asbestos containing material

STOP WORK

- Evacuate all personnel from the immediate area to a suitable waiting area nearby.(E.g., a suitable place to minimise/confine potential contamination, where communication by phone is possible. Avoid populated areas).
- As you leave, close windows, doors etc. only if this is possible without causing further disturbance to the material or delaying evacuation. Leave all tools and belongings behind.
- Invoke a “stay put” protocol i.e., do not wander from the waiting area until help arrives and any decontamination process is actioned.
- Immediately report to the manager of the works by phone.

Asbestos: Where it hides



INDUSTRIAL PROPERTY

Inside

- | | |
|--|---|
| 1 Sprayed coatings on ceilings, walls, beams and columns | 8 AIB panels in fire doors |
| 2 Asbestos cement water tank | 9 Asbestos rope seals, gaskets and paper |
| 3 Loose fill insulation | 10 Vinyl floor tiles |
| 4 Lagging on boilers and pipes | 11 AIB around boilers, storage heaters and warm air heating systems |
| 5 AIB ceiling tiles | 12 Textiles e.g. fire blankets |
| 6 Toilet seat and cistern | 13 Textured decorative coating on walls and ceilings e.g. Artex |
| 7 AIB partition walls | |

Outside

- 14 Asbestos cement roof
- 15 Asbestos cement panels
- 16 Asbestos cement gutters and downpipes
- 17 Soffits – AIB or asbestos cement
- 18 Asbestos cement flue

AIB = Asbestos insulating board

Drugs, Alcohol & Smoking

Drugs & Alcohol

King's College London has a zero tolerance policy towards drugs and alcohol.

- No alcohol or drugs should be taken whilst working, operating machinery; or driving.
- Anyone suspected to be under the influence of any substance will be asked to leave site

You or others should:

- Not use, keep, sell or distribute illegal drugs
- Always inform your King's College London representative if you are taking medicine that may influence your performance
- When in doubt always inform your university representative who may seek medical advice

Smoking (including e-cigarettes)

- Smoking is not permitted in any of the university buildings, including any of the roof areas.
- Smoking is only permitted more than 5m away from university buildings.
- Signage will be visible around the campuses.
- E-cigarettes should only be used in the grounds and not buildings. If charged on College premises, like any device that needs to be plugged in, they should only be charged using the appropriate charger and be PAT tested.

Working Safely at Height

Any work where there is a potential risk of injury from a fall is classed as working at height

- All working at height activities must have an agreed risk assessment in place before work begins
- Most work at height activities will require a permit to be in place before work commences
- Mobile scaffolding can only be erected by trained personnel (evidenced by certification)
- Permanent fixed scaffolding must be erected and tagged by a competent scaffolder; and subject to inspection by a competent person
- All access equipment must be inspected prior to use and only used by trained competent persons (evidenced by certification)
- All ladders must be tethered at the top or footed at the bottom and must conform to the 4:1 rule
- All ladders and step ladders used on site are to be of Class EN131 Professional standard



Electrical Systems

Electrical Systems and Supplies Low Voltage Electricity (LV)

- Contractors must ensure that they are fully trained in work on electrical systems or equipment, including isolation, switching and maintenance requirements before commencing work.
- All points of isolation must be secured against unintended re-energisation. This is achieved by implementing a lock out/tag out system. This comprises a safety lock with a single unique key. The person who is undertaking the isolation retains the key to the safety lock and keeps in their possession.
- Any contractor undertaking works on the university's LV electrical systems should hold the following minimum qualifications (or equivalent);
 - City and Guilds 2365, Level 2 & 3 Diploma in Electrical Installations
 - BS 7671:2018 IET Wiring Regulations 18th Edition
- **High Voltage Electricity (HV)**

There are a number of HV substations across the campuses, with compliant signage in place to highlight the significant hazard within.
- Only competent contractors can access the HV compounds and only UK Power Network Services or their nominated contractors can work on the transformers or switches

Where access is required to work on LV or HV systems; other equipment or services e.g. fire extinguishers, this must be authorised by the Estates & Facilities office and accessed through the relevant work permit.

Manual Handling

Manual Handling is defined as transporting or supporting of a load (including lifting, putting down, pushing, pulling, carrying or moving) by hand or by bodily force.

- For lifting activities, please always take into account individual capability, the nature of the load, environmental conditions, training and work organisation.
- If you do need to lift something manually, try and reduce the amount of twisting, stooping and reaching and avoid lifting from floor level or above shoulder height, especially heavy loads.
- Adjust storage areas to minimise the need to carry out such movements and consider how you can minimise carrying distances.
- Assess the weight to be carried and whether the worker can move the load safely or needs any help – maybe the load can be broken down to smaller, lighter components.
- If you need to use lifting equipment you should consider whether you can use a lifting aid, such as a forklift truck, electric or hand- powered hoist, or a conveyor.
- Factor in storage as part of the delivery process – can heavy items be delivered directly, or closer, to the storage area thus reducing distances where possible.

THINK BEFORE YOU LIFT – AVOID WHERE POSSIBLE

Personal Protective Equipment (PPE)

- **You** must ensure that you wear the necessary PPE as indicated by signage or identified in your risk assessment.
- **You** must provide your own PPE and ensure it is fit for purpose. Contractors are expected to keep an issue log of PPE provided.
- Damaged PPE must not be worn, and should be taken out of use immediately and replaced.



Slips, Trips and Falls

Slips, trips and falls accounted for 31% of reported workplace injuries according to the HSE statistics for 2024. They are often the result of carelessness and poor housekeeping.

Where possible try to:

- Barrier off areas of work if possible
- Clear spillages as they occur
- Avoid causing trailing cables
- Close floor boxes
- Make sure walkways are defined and kept clear
- Ensure you have adequate lighting
- Think about visitors to / around your work area



Sustainability

Pollution:

- Any activities requiring the discharge of water to the drainage system should be identified prior to the commencement of any work and discussed with the King's representative or the Operations Sustainability Manager.
- Any person discovering a spillage that could cause pollution must take immediate action to contain at source, to prevent the spillage from entering drains. Spillages must not be flushed to drains but cleaned up using appropriate spill kit materials.

Conservation of Biodiversity:

- All trees, hedges, ponds, streams and other wildlife features should be protected from damage during construction works.
- No works to trees should be carried out without prior confirmation that it is not covered by a Tree Preservation Order (TPO).

Sustainability Related Policies:

King's have an Environmental and Sustainability Policy in addition to a Waste Policy. Each policy and strategy and action plan makes clear King's commitment to sustainability, and we expect the same from Contractors and suppliers.

Additional sustainability policies can be found [here](#), please contact us directly if you have any concerns.

- Sustainability Team: sustainability@kcl.ac.uk
- Sustainability: <https://internal.kcl.ac.uk/about/ps/estates/Sustainability/index>

Waste Storage & Disposal

- Every effort should be made to minimise waste and source materials responsibly.
REDUCE. REUSE. RECYCLE
- Contractors are responsible for arranging removal of all waste generated from their works by a registered waste carrier in accordance with duty of care provisions.
- Contractors must **NOT** use University waste bins or skips unless by prior agreement.
- Records including Waste Transfer Notes (or Consignment Notes for hazardous waste) must be kept and provided to the University Contact/Project Manager regularly or upon completion of project works.
- Contractor waste should be reused and recycled where practicable and follow the **waste hierarchy** included in the **Waste and Resources Management Policy**.



Induction Acknowledgement

Your Company:

(Who you work for?)

Principal Contractor:

(Who you are sub-contracted to work for?)

Signing this document confirms that you have read and understood this induction.

First Name (Block Capitals)	Surname (Block Capitals)	Date induction completed	Unique business contact number / e-mail address (Required for Authorised Supervisor / lone workers)	Employer appointed: Team supervisor / Lone worker	Signature Format: - Handwritten - Digital handwritten - Adobe Time Stamp
				☐	
				☐	
				☐	
				☐	
				☐	

Please send completed register to Permits@kcl.ac.uk; alternatively you may [register your induction digitally](#)

Inductions will be valid for 12 Months



Thank you

For more information please contact: Permits@kcl.ac.uk