Contractor Site Induction
Leaf Hospital

Estates and Facilities Management – August 2016

Document ref. EFM/CSI/006
Working in Partnership with our Contractors & Service Providers

• All persons at work have a legal duty to carry out their activities safely and with proper consideration for those who may be affected by their work.

• The University also has a legal duty to ensure the health and safety of all persons working on University premises, as well as other persons who may be affected by their work.

• The University is committed to working with Contractors and service providers to establish safe systems of work. This site induction provides important information to enable contractors and service providers to work safely on the University premises.
<table>
<thead>
<tr>
<th>Building</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leaf Hospital</td>
<td>St Anne's Road, BN21 2HW</td>
</tr>
<tr>
<td>Aldro</td>
<td>49 Darley Road, BN20 7UR</td>
</tr>
<tr>
<td>Greynore 1</td>
<td>48 Darley Road, BN20 7UR</td>
</tr>
<tr>
<td>Greynore 2</td>
<td>41–43 Darley Road, BN20 7UR</td>
</tr>
<tr>
<td>Greynore 3</td>
<td>Darley Road, BN20 7UR</td>
</tr>
<tr>
<td>Queenwood</td>
<td>58 Darley Road, BN20 7UN</td>
</tr>
<tr>
<td>Robert Dodd (and Annexes)</td>
<td>49 Darley Road, BN20 7UR</td>
</tr>
<tr>
<td>Bishopsbourne</td>
<td>32 Carlisle Road, BN20 7SP</td>
</tr>
<tr>
<td>Hillbrow</td>
<td>1 Denton Road, BN20 7SR</td>
</tr>
<tr>
<td>Trevin Towers (and Annexe)</td>
<td>Gaudick Road, BN20 7SP</td>
</tr>
<tr>
<td>Welkin House</td>
<td>30 Carlisle Road, BN20 7SN</td>
</tr>
</tbody>
</table>
Getting to Eastbourne

By rail

**From London:** trains leave London Victoria regularly and take approximately 90 minutes to reach Eastbourne.

**From Brighton and the east and west:** Southern trains connect Eastbourne with Lewes and Brighton to the west and Hastings and Rye to the east.
By Car

**From London:** Eastbourne can be reached by road via the M25, A22 and then the A2270.

**From Brighton and the east (A259):** Turn right on to Warren Hill/Beachy Head Road. Main sites are signed at the Carlisle Road/Darley Road crossroads. For Leaf Hospital, turn right on to Upperton Road. If travelling on the A27 then use the A2270 into Eastbourne. University signposted at Willingdon roundabout.

**From the west (A259/A27):** Ignore A22 Eastbourne town centre signs, continue to the roundabout at the end of the Polegate by-pass then take the A2270. For university sites it is best to travel into Eastbourne via the A2270 and not the Polegate bypass. For Hillbrow/Welkin or Darley Road sites turn right at mini roundabout by Eastbourne station turning onto Grove Road. Continue on to Meads Road, then Beachy Head Road. Turn right off Meads Road up Carlisle Road (sign posted).
- **For the Darley Road site, continue on the Meads Road and on to Beachy Head Road (straight on at two mini roundabouts) and then left into Darley Road (signposted).**
Site Facilities
Eastbourne Campus

Delivery Points:
• Enquire at Hillbrow Cottage

Restaurants & Cafes: Sprinters Restaurant at Gaudick Road campus, Starting Gate at Carlisle Road and Greynore at Greynore.

Toilets: Signposted around all buildings

Local Shops and Amenities: Closest available on Meads Street, Eastbourne BN20 7RH

Cash Machine: Meads Street
Leaf Hospital

Working at Leaf Hospital requires special consideration and careful planning.

All work requires that an appointment be made with reception.
Leaf Reception: 01323 645555

Any work in clinical areas – as noted on the floor plans – requires the issue of a permit to work.
The permit to work in clinical areas is issued either by:
Bruce Nobakhsh – for construction related works.
Neil Troak – for mechanical & electrical service & maintenance.
Any work in a clinical area will require very clean clothing and footwear and tools and equipment may need to be disinfected before being taken into the clinical areas.

Check requirements with your university representative before arriving at the hospital and ensure you are properly prepared.
Access to University Sites

Before Arrival

• You or your manager are responsible for ensuring that all works have been pre-arranged with your University Contract Manager and Estate and Facilities Management.

• Agree your site parking before arrival. Parking is not guaranteed, submit your request as early as possible.

• Have all of the following in order: permits to work, documents, certificates, risk assessments, access equipment, PPE, cleaning equipment and tools.
Access to University Sites

On Arrival

• Sign in at the correct Caretaker Office (Leaf Hospital) and obtain a Contractor Pass.
• Please have any permits to work with you as they will be checked before pass is issued.
• Keys for plant rooms and lift motor rooms are now available at Leaf Hospital reception.

On Departure

• Return the Contractor Pass and all keys and access cards and sign out BEFORE you leave site.
Codes of Practice and Standard Specifications

Ensure you are complying with the following university protocols:

- Construction Safety Code of Practice – *for any construction related projects*
- Service Provider Safety Code of Practice – *for non construction related services*
- Standard Specification for Mechanical Services – *when applicable*
- Standard Specification for Electrical Services – *when applicable*
- The building asbestos report – *when applicable*
Estate and Facilities: Procedures

The following must have been completed before you start work:

• An adequate Construction Phase Plan being approved – *for CDM / construction projects*.

• Risk assessment and method statement specific to task at hand.

• Appropriate permits to work obtained from EFM.

• Asbestos register reviewed.
Estate and Facilities: Procedures

The following work requires at least 3 working days notice provided to your University contract manager:

- Work involving noisy or dusty procedures.
- Any work requiring a Permit to Work.
- Works that require moving IT equipment, telephones or security devices including any cables
Permit to Work

Works requiring permit to work include:

- Access Permit to Restricted Areas (Roofs, Clinical areas, Laboratories & Plant Rooms)
- Chemical Application Permit (Grounds Maintenance and Pest Control)
- Hot Works – welding, braising, etc.
- Asbestos Remediation
- Excavations – Permit to Dig
- Confined Space – Access & Works
- Fire Alarm Isolation
- Adjustments to any Means of Escape
- IT Services Permit – any work on data systems or access to communications

A permit to work must be obtained BEFORE any of the works stated above commence.
Permit to Work

Leaf Hospital

If works are to be carried out in clinical areas, a Clinical permit to work is required.

Please review the floor plans at the end of this document carefully.

Clinical rooms are marked with a red box. Example:

The entirety of this room is a clinical area, not just the area Covered by the box.
To obtain an Estates & Facilities permit to work you must:

- Supply a **METHOD STATEMENT** and **RISK ASSESSMENT** to Estates and Facilities Management.
- View and discuss the Asbestos Register with the Estate and Facilities Management department.

- A copy of the Permit to Work is to be displayed prominently at the site of work.
- The time limits for which the permit is valid must be clearly indicated and observed.
- The contractor must have a competent supervisor controlling the work.
Permit to Work
IT services permit

If an IT services permit is required, contact IT service desk on 01273 644444 or email servicedesk@brighton.ac.uk

- Obtain an application form from service desk
- Complete the forms, method statements and risk assessments
- These must be provided to service desk 3 working days prior to works commencing
Fire Action

Any person discovering a fire
1. Sound the alarm
2. Dial (9) 999 to call the fire brigade
3. Dial 2222 to notify the University Emergency Helpdesk
4. Consider attacking the fire if safe to do so using appliances provided.

On hearing the fire alarm
5. you must immediately make safe any equipment you are using
6. Leave the building by nearest route
7. Close all doors behind you
8. Report to assembly point

Do not take risks.
Do not return to the building for any reason unless authorised to do so.
Do not use lifts.
Fire Extinguishers

If you’re undertaking Hot Works you must provide your own fire extinguisher.

Only use a fire extinguisher to fight a fire if it is safe for you to do so. Do not place yourself at risk!

The university fire extinguishers are **P50 foam type** and can be used on the following types of fires:

- A – Wood & Paper
- B – Liquids
- Electrical fires up to 1000volts

**DO NOT** use university fire extinguishers to hold open doors, etc.!
## Fire Alarm Testing

**Eastbourne Campus**

<table>
<thead>
<tr>
<th>Building</th>
<th>Day and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aldro</td>
<td>Friday 7-8 AM</td>
</tr>
<tr>
<td>Greynore 1</td>
<td>Friday 7-8 AM</td>
</tr>
<tr>
<td>Greynore 2</td>
<td>Friday 7-8 AM</td>
</tr>
<tr>
<td>Greynore 3</td>
<td>Friday 7-8 AM</td>
</tr>
<tr>
<td>Queenwood</td>
<td>Friday 7-8 AM</td>
</tr>
<tr>
<td>Robert Dodd (and Annexes)</td>
<td>Friday 7-8 AM</td>
</tr>
<tr>
<td>Bishopsbourne</td>
<td>Thursday 7-8 AM</td>
</tr>
<tr>
<td>Hillbrow</td>
<td>Thursday 7-8 AM</td>
</tr>
<tr>
<td>Trevin Towers (and Annexe)</td>
<td>Thursday 7-8 AM</td>
</tr>
<tr>
<td>Welkin House</td>
<td>Thursday 7-8 AM</td>
</tr>
<tr>
<td>Leaf Hospital</td>
<td>Thursday 7-8 AM</td>
</tr>
</tbody>
</table>
## Evacuation Assembly Points

**Eastbourne Campus**

<table>
<thead>
<tr>
<th>Building</th>
<th>Assembly Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aldro</td>
<td>Car park</td>
</tr>
<tr>
<td>Greynore 1</td>
<td>Car park</td>
</tr>
<tr>
<td>Greynore 2</td>
<td>Car park</td>
</tr>
<tr>
<td>Greynore 3</td>
<td>Car park</td>
</tr>
<tr>
<td>Queenwood</td>
<td>Outside grass area</td>
</tr>
<tr>
<td>Robert Dodd (and Annexes)</td>
<td>Car park or main entrance grass area</td>
</tr>
<tr>
<td>Bishopsbourne</td>
<td>Grass Area</td>
</tr>
<tr>
<td>Hillbrow</td>
<td>Car park</td>
</tr>
<tr>
<td>Trevin Towers (and Annexe)</td>
<td>Berwick Court or car park</td>
</tr>
<tr>
<td>Welkin House</td>
<td>Grass area</td>
</tr>
<tr>
<td>Leaf Hospital</td>
<td>Car park</td>
</tr>
</tbody>
</table>
Emergencies

IN A LIFE THREATENING EMERGENCY:
First call the emergency services on 999 (9999 from internal lines)
Thereafter call the University emergency helpdesk number 01273 64 2222.

FIRST AID REQUEST - for first aid please call 01273 64 2222

All accidents or incidents must be reported to your University Contract Manager
Emergencies

Gas - Ensure the area is evacuated immediately: raise the fire alarm if necessary

In any emergency always report it as quickly as possible to the university emergency helpdesk on 01273 64 2222 (internal phones dial 2222)

Including:
• Suspicious packages
• Chemical / Fuel / Biological Spillages
Risk Assessments

- All significant risk arising from your work must be noted on a suitable and sufficient risk assessment.

- If a significant risk is not noted on generic risk assessments then you must produce a specific risk assessment before you start work.

- If you’re unsure then ask your contract manager for advice and assistance.
Isolating for Safe Working - LOTO

Any machinery, system or circuit that needs to be powered down or discharged for safe working must be locked out and tagged.

A proper Lock-out Tag-out system must be used – LOTO

This is especially important when working in research facilities and laboratories.
As a minimum all contractors must wear a hi-visibility vest and appropriate safety footwear. The hi-visibility vest should have the company name printed on it. This applies to all construction, maintenance, servicing, cabling, grounds maintenance or surveying contractors.

Your company is responsible for supplying you free of charge with any appropriate PPE.

PPE should be regarded as a ‘last resort’ when considering control measures. Other methods should be considered and used that will reduce or eliminate risk to injury. However, where PPE is the only effective means of controlling the risks of injury or ill health, then employers must ensure that PPE is available.

This equipment is provided for your protection – use it!
Tools and Equipment

All plant, tools, tackle and equipment used on University premises must:

• Be safe.
• Be suitable for the work to be undertaken.
• Be properly maintained and appropriate guards fitted.
• Be, wherever possible, 110v or less.

Your employer must provide you with appropriate training on the tools and equipment.

You may not use University of Brighton equipment.

Tools and equipment should be stored in secure work area compounds.

Unattended tools or materials may be disposed of without notice.
Electrical Plant and Equipment

You must not enter any sub-station, switch room or similar area without the express permission of the University of Brighton Contract Manager.

Portable electric tools and equipment must be efficiently earthed or double insulated.

In appropriate cases, such as working in wet conditions, they must be of a voltage not exceeding 50 Volts for lighting and 110 Volts for portable tools.

The supply to be by means of a double wound transformer with the secondary tapped to earth.
Cartridge Operated Fixing Tools

Cartridge fixing tools must not be used on University premises without the prior permission from the University Contract Manager.

These tools are noisy and can cause serious injury if not used safely.

If permission is granted for the deployment of such tools, they must be used as detailed in the manufacturers instructions and then only after a thorough risk assessment has been undertaken.
You must supply, put in place and maintain any necessary signage and barriers required to secure the area you will be working in.

Guards or fences must not be removed from any machinery or plant without permission of the University Contract Manager. Guards or fences must not be removed while machinery plant is in motion or energised.

Where contractors carrying out work such as the breaking or dressing of stone or concrete, grinding of metals etc., they will be responsible for the installation and maintenance of such screens or enclosures as may be required to protect persons who may be endangered by their actions.
Works Above Ground  
(Working at Height)

Wherever there is a risk of a fall which could cause injury, a Working at Height Risk Assessment must be carried out.

This includes works near to excavations or pits.

No work is to be undertaken above the heads of the University’s staff, students or visitors.

No work is to be undertaken over roadways or gangways, until all precautions have been taken to ensure the safety of persons and property below.
Ladders and Access Towers

You must have our permission to work with ladders – speak to your contract manager.

We expect whenever necessary that you have priced for the use of safer access equipment.

All access towers and ladders must be erected and maintained in accordance with industry guidelines and good practice. You must have a valid PASMA ticket to assemble and take down access towers.

Particular attention must be given to: rigidity, anchorage, access, toe boards, out riggers, wheel locking and positioning.

All access towers must be inspected weekly and Scaff-Tagged. The tagging system must be maintained.
Examples of Access Equipment

The following access equipment is generally suited to working in our buildings & does not require PASMA certification to set up or operate.

Contractors are responsible for ensuring they have assessed access requirements beforehand and have the right equipment for the job.
Independent Scaffolds

You must have our permission to erect or dismantle any independent scaffold – speak to your contract manager.

- All independent scaffolds shall be erected in accordance with **TG20:13 and SG4:2015 (NASC)**
- Every scaffold operative shall hold a valid **CISRS** card relevant to their role and their ticket must always be available for inspection.
- A suitable number of operatives should be trained for work at height and rescue to **BS:8454**.
- All scaffold structures must be tagged (Scaff Tag or similar system), inspected weekly and after adverse weather conditions or incidents that may affect its structural integrity.
- Always check the Scaff Tag before entering onto a scaffold.
- Never make use of an un-tagged, out-of-date or incomplete scaffold.
Ground on University premises may not be broken without the express permission of a manager of the Estate and Facilities Management Department.

Underground services must be positively located by the contractor and their presence pointed out to those persons carrying out the excavations.

Ground works require an **Excavations Permit to Dig**.

Permits must be obtained before ground on University premises is broken.
Entry into Confined Spaces

Contractor’s employees may not enter any tank, pit, chamber, pipe, flue or similar confined space where there may be dangerous fumes, lack of oxygen or a risk of being crushed without the express permission of the EFM Health and Safety Advisor.

In addition, a **Confined Space – Access & Works** permit to work must be obtained (see ‘Permit to Work’ section).

A permit to work must be in place before any such access to confined spaces commences.
Lone Working

- Your employer and the University is responsible for ensuring that it is safe for you to be working alone on our premises.
- If you are going to work alone in a hazardous area then you must follow your employers lone working procedure and you must tell the Duty Caretaker.
- You must have a suitable and sufficient risk assessment.
- Lone working arrangements must be agreed with your EFM Contract Manager before your period of lone working starts.
Site Security

You will be issued with a Contractor Pass when you sign in at reception. Your pass must be visible at all times. It must be returned to the Duty Caretaker BEFORE leaving the site.

- If works require the opening of external doors specifically for your works then you must take responsibility for who accesses that door. Do not leave them open and unattended.
- Do not allow access to anyone else – tell them to go to reception.
- Scaffolds and builders lifts must not be accessible out of hours. Security measures must be agreed with the Contract Manager before erection of equipment.
- Secure ladders which are not in use
- Do not leave tools, materials or waste unattended anywhere onsite

Tell your University Contract Manager if you require access out of normal working hours and they will coordinate this with site managers, local caretakers and security.
Noisy Works

The University is a place of learning, study and research. Noise and disruption is seldom welcome. Throughout the year, activities such as exams, meetings and research may be ongoing. Arrange with your University Contract Manager for times when loud works will be least disruptive. Teaching schedules, exam timetables and event information are usually available in advance.

Conduct

We wish that all persons who access the University have a safe and enjoyable experience. The University of Brighton is an academic establishment, and we ask all persons who are invited to work on our premises to behave appropriately. Please consider the impact of noise, personal music, telephone conversations and language while working on University Premises.

Disruptive behaviour, rudeness or discrimination towards others is not welcome.
Smoking Policy

Smoking is prohibited in the following University locations:
• Anywhere in University and Students Union buildings and vehicles.
• All areas of University halls of residence including private bedrooms.
• External areas of the University unless they have been specifically designated for smoking

If visitors to the University or members of other organisations such as contractors continue to breach the policy after an informal warning, they will be asked to leave the premises.
Fitness to Work

• The University has a joint responsibility for your health and safety whilst you are on the premises.

• We want to be able to provide the right level of support and first aid treatment.

• Should you have a health condition such as diabetes, a heart condition or are taking medication that may affect your ability to work safely then we encourage you to tell us or your supervisor or a colleague.
Asbestos Risk Management

Due to the age of our buildings, many of them contain asbestos containing materials (ACMs).

It is necessary to view the building Asbestos Report before starting any works.

Activities which especially require asbestos management include:

- Access to ceiling voids
- Working with or altering building fabric
- Entering plant areas or riser spaces

This list is not exhaustive, contact your Project / Contract Manager or the University Asbestos Officer before starting work.
Asbestos: Accidental Discovery/Disturbance

In the event of suspected asbestos disturbance:
- Follow the Emergency Procedures in the front of the Contractors Asbestos Report.
- Stop work
- Vacate the area safely without contaminating other persons
- Prevent access to the area by other persons
- Isolate systems which assist air circulation
- Shut all windows and doors if safe to do so
- Contact your contract administrator
- Contact either Mr Edwin Underwood 07970 906467
  or: Mr Tony Rodriguez 07711 125734

Persons affected may need to be decontaminated before they leave site.

If suspect asbestos material is discovered which is not listed in
The asbestos register, inform your contract administrator immediately.
Waste

• Contractors must remove and legally dispose of or recycle waste produced from their works.

• Ensure that any discharge or run-off into University drains or from University premises is lawful and controlled. If a pollution incident occurs you must take immediate action to contain the spill and contact the Emergency Helpdesk: Tel 01273 64 2222
Contacts
Leaf Hospital

Estate and Facilities Management Contacts
For technical information and planning
Bob Miller 01273 643916

On Site Contacts
For all immediate issues such as access and facilities services
Site Surveyor
Bruce Nobakhsh - 01273643145

Please note…
All project planning and technical specifications / verifications should be via the University contract manager or their appointed agent / contract administrator.

Principle Technician
Rob Jefford – 01273 643694
Clinical Technician
Emily Foyle - 01273 647140
Admin Assistant
Julie Ayling – 01323 645555
The Contractor is to check and verify all building and site dimensions, levels and sewer invert levels at connection points before work starts. The Contractor is to comply in all respects with current Building Legislation, British Standard Specifications, Building Regulations, Construction (Design & Management) Regulations, Party Wall Act, etc. whether or not specifically stated on this drawing. This drawing must be read with and checked against any structural, geotechnical or other specialist documentation provided.

This drawing is not intended to show details of foundations, ground conditions or ground contaminants. Each area of ground relied upon to support any structure depicted (including drainage) must be investigated by the Contractor. A suitable method of foundation should be provided allowing for existing ground conditions. Any suspect or fluid ground, contaminates on or within the ground, should be further investigated by a suitable expert. Any earthwork constructions shown indicate typical slopes for guidance only & should be further investigated by a suitable expert.

Where existing trees are to be retained they should be subject to a full Arboricultural inspection for safety. All trees are to be planted so as to ensure they are a minimum of 5 metres from buildings and 3 metres from drainage and services. A suitable method of foundation is to be provided to accommodate the proposed tree planting.
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