

UNIVERSITY OF GREENWICH

Contractor Site Induction

Handbook - 2021



In the event of an Emergency or if you require First Aid assistance, please contact Security on:

Avery Hill - 0208 294 0362

Greenwich - 0208 331 7695

Medway - 01634 883333

Woolwich – 0208 331 7576



Fire and Fire Alarms

In the event of a fire or a fire alarm please:

Follow the fire action notices that are displayed in prominent places, such as classrooms and corridors. The fire action notice gives details of your nearest assembly point

Evacuate the building using the nearest safe escape route.

Make your way to the assembly point as indicated on the fire action notices.

Remain outside until the assembly point coordinator advises that it is safe for you to return.

Never tamper with any fire safety device. If you are required to disable or cover a fire safety device, this must be undertaken with a valid work permit.

The weekly fire alarm tests are undertaken as follows;

- Medway Campus All Buildings **Wednesday**
- Avery Hill Campus Bronte, Grey, Fry, Southwood Hse, Southwood Lodge, Seacole, David Fussey, Wren, Science Lab, Library, Accommodation, Students Union, Launderette, Village Shop and The Dome **Friday**
- Avery Hill Campus Sparrows Farm **Wednesday**
- Avery Hill Campus Boleyn, Aragon & Seymour Flats **Wednesday**
- Greenwich Campus Academic & Accommodation Buildings **Wednesday (excluding below)**
- Greenwich Campus Daniel Defoe **Tuesday** and Cutty Sark Halls **Thursday**

FIRE ACTION

On discovering a FIRE

- 1 Sound alarm.
- 2 If you are trained, attack fire with appliances provided but **without endangering yourself.**

On hearing the FIRE ALARM

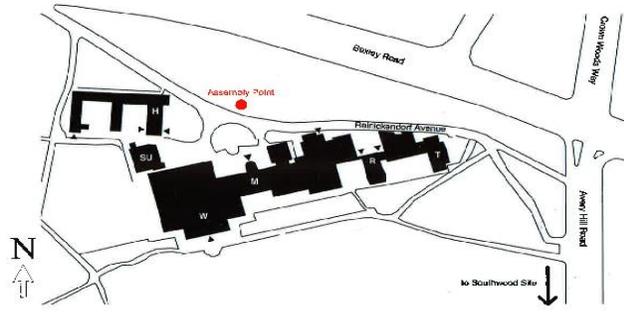
- 3 Leave the building by the nearest exit.
- 4 Report immediately to Reinickendorf Avenue **Assembly Point**

DO NOT USE LIFTS.
DO NOT RE-ENTER BUILDING UNTIL TOLD TO DO SO BY FIRE OFFICER.

UNIVERSITY OF GREENWICH
Avery Hill Campus
Mansion Site
Baxley Road
Eltham
London SE9 2PQ

Map Key:
H - Honeycombe
SU - SU Building
W - Winter Garden

M - Mansion Building
R - Bird Sanctuary Building
T - Tower Building
▲ - Building Main Entrance



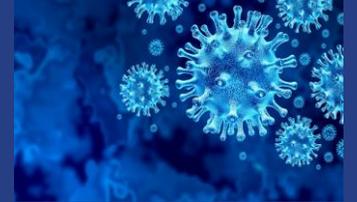


Covid 19 – Helping to Protect Yourself and Others

The following guidance is for everyone to help reduce the risk of catching coronavirus (COVID-19) and passing it on to others. By following these steps, you will help to protect yourself, your family, friends and those in your community.

Coronavirus (Covid-19)

Coronavirus (Covid-19) is an infectious disease caused by a newly discovered virus.



Most people infected with the virus will experience mild to moderate respiratory illness and recover without requiring any medical treatment. Older people, and those with underlying medical problems like diabetes, cardiovascular disease, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down the transmission of the virus is:

- to be well informed about it, the cause and how it spreads.
- protect yourself and others by washing your hands or using an alcohol-based rub frequently and not touching your face.
- Self isolate if you have been in contact with someone who has tested positive for Covid-19.

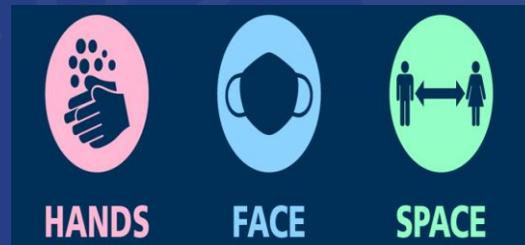
Covid 19 – Additional Safety Measures

It's imperative that you stay away from our campuses and report immediately to your employer if you are displaying any Covid-19 symptoms and stay at home whilst you arrange and await the results of your test.

It is not currently known how long the virus can survive on surfaces such as handles, light switches, work surfaces and electronic devices, but **Public Health England**, <https://www.gov.uk/government/organisations/public-health-england> advises everyone follows these measures to help reduce the spread:

- **You must at all times**, unless exempt, wear a face covering whilst inside our buildings.
- **Wash (for at least 20 seconds) or Sanitise your hands** frequently, especially when you arrive to your place of work, prepare or eat food and drink and touch any touch point surfaces.
- **Ensure you cover your mouth and nose** with a disposable tissue when you cough or sneeze, put it in the bin immediately and wash your hands. If you do not have a tissue, cough or sneeze into the crook of your elbow **NOT into your hands** and wash your hands immediately.
- **Always** maintain a social distance of at least 2 metres away from anyone at all times.
- **Always** wear appropriate PPE as setout in your company RAMs.

Help protects lives:



Covid 19 – Lateral Flow Testing (Rapid Covid Tests)

The University has set up testing sites in conjunction with the Public Health teams at the Royal Borough of Greenwich and Medway Council. These test centres meet all safety requirements and are Covid secure. Lateral flow tests help to find cases in people who may have no symptoms but are still infectious and can give the virus to others.

The University [strongly recommends](#) that all contractors attending our campuses use the facilities provided to get tested.

Tests sites are located as below;

Avery Hill (David Fussey) & Greenwich (Daniel Defoe Hall) – Walk ins accepted

Medway Campus (The Deep End) – Book through the link below

<https://mph.healthit.org.uk/>

Contractors should not attend campus if they have tested positive or have been advised to self isolate

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. The University of Greenwich 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 FM Office, which will normally be via the Security Gate House.
- On each of our sites we have public facilities which include; canteens, meeting rooms, rest areas, showers and toilets. These facilities are only to be used where specific permissions have been given. Please respect these areas and always keep them clean and tidy.

Safe working practices

Contractors must report to their University of Greenwich representative on arrival on Campus; and have provided a risk assessment/method statement (RAMS) prior to arriving on site.

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 110v 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 specific hazards to look out for include:

- Staff, students and visitors with disabilities, some hidden.
- 25,000 students and 1,500 members of staff moving around buildings and campuses.
- Asbestos in our buildings (an electronic map illustrating areas that contain asbestos will be made available to you, where appropriate, by the FM Office).
- Confined spaces and areas at height.
- Live and redundant services



Accident/Incident Reporting

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 using our on-line reporting system.

www.gre.ac.uk/about-us/governance/safety/about/report-an-accident-or-incident

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

How do I report an accident or incident?

- Speak to a member of the Estates team (Security or FM office).
- Ensure your University representative is informed immediately.
- Log it on our on-line system: www.gre.ac.uk/about-us/governance/safety/about/report-an-accident-or-incident



Training and Competence

The University of Greenwich is committed to having a fully trained, competent and professional workforce which as a contractor, includes you.

If you feel you are insufficiently trained or do not have sufficient information to complete a task, you must immediately seek guidance from the Facilities Management Office or a relevant University of Greenwich Manager.

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.

Photographic ID is required as proof of identity when attending site.

If you feel your safety is being compromised, then immediately **STOP** what you are doing and raise the issue with your University of Greenwich representative.



Permit to Work:

Any work lasting less than 24 hours, in one area and defined as “low risk” by the University, will not require a permit.

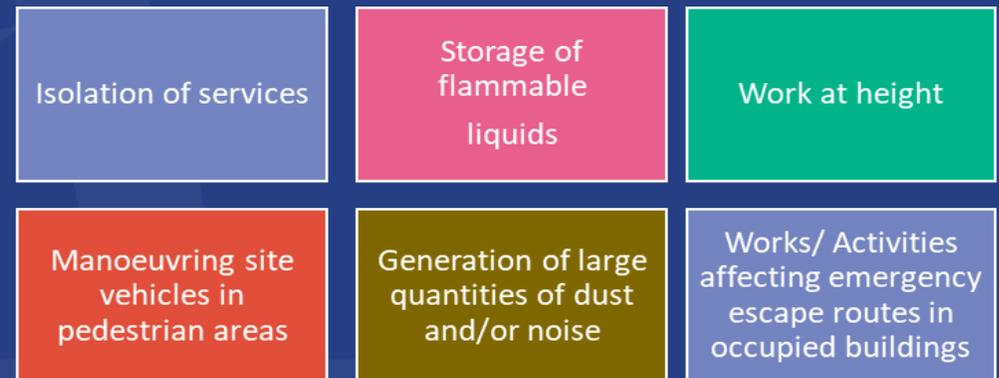
All works beyond this scope will require a “permit to work” which must be completed with your University of Greenwich representative before ANY work commences.

Examples of what you might need a permit for include:

- Asbestos removal or works likely to disturb asbestos
- Demolition works
- Works in Electrical sub-stations and live electrical work
- Working in confined spaces
- Excavations
- Hot works
- Working in laboratories and other restricted areas – such as Server Rooms
- Isolation of the fire alarm system and life safety systems including any work likely to cause smoke, dust or fume, which could affect personnel or activate smoke/heat detectors
- Roof Works



Other examples of work that might require a permit:



Access and Keys

Keys and other means of access will only be issued to Contractors where a clear need is identified. Contractors will be charged for lost keys and any security related works eg changing locks etc

Driving on Site

The need to segregate 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.

Drugs and Alcohol Policy

The University 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 University of Greenwich Representative if you are taking medicine that may influence your performance
- When in doubt always inform your University of Greenwich Representative who may seek medical advice

Equipment

- All tools and equipment used on site must be fit for purpose and meet the relevant legislative requirements.
- Portable electrical appliances must have an in date electrical test
- Lifting equipment including harnesses must be tested and test certification available for review
- Mobile plant must be suitably maintained and routinely inspected
- All access equipment (ladders, scaffolding etc.) must be inspected and inspections recorded
- Consideration must be given to hand arm vibration when using handheld power tools
- Contractors must not borrow University of Greenwich equipment unless they have express permission to do so

Environmental and Sustainability

The University of Greenwich takes environmental awareness seriously by applying sustainable development across all our activities, in partnership with students, staff and the wider community to help change the world for the better, aligning with the University's core values. In order to help us achieve this we expect all contractors to:

- Protect the environment by conserving and protecting natural resources while strengthening economic growth through more efficient production in industry and less need for households, businesses and communities to handle waste.
- Protect and prevent water pollution by storing and handling materials carefully, take extra care when handling and transporting materials and prevent any releases or leaks.
- Limit noise.
- Protect our natural space and wildlife.
- Switch off lights & appliances/tools when not needed.
- Recycle wastes appropriately.
- Segregate onsite waste correctly.
- Avoid engine idling in vehicles.
- Report incidents correctly.
- Have legal documentation and training

The Sustainability team supports all areas of the University to better understand and implement sustainable improvements. The sustainability policy and more information on sustainability can be found www.gre.ac.uk/sustain



Electrical Systems and Supplies Low Voltage Electricity (LV)

The University recognises its statutory obligations under the Health & Safety at Work Act 1974, The Management of Health & Safety at Work Regulations 1999 and The Electricity at Work Regulations 1989 to identify and control the risks to our staff, contractors and visitors from exposure to electrical hazards and risks. It aims to do this by having procedures in place which provide for the safe operation, switching and maintenance; and the inspection and testing of electrical systems and equipment to prevent such danger.

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 Universities 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 all three main 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 systems; other equipment or services eg fire extinguishers, this must be authorised by the FM office and accessed through an Estates permit to work.



Lone Working

The HSE define a lone worker as “working by yourself without close or direct supervision”

The University recognises that there are specific duties laid down in legislation to ensure that lone workers are not put at specific risk whilst undertaking work. As such where contractors are working alone, they should have;

- Received lone worker training proportionate to the task
- Have access to means of communication eg mobile phone, radio, pager etc
- Made aware of any site specific risks

Lone working is not prohibited at the University of Greenwich however contractors must evidence within their risk assessments and method statements that an individual is working alone whilst undertaking specific tasks.

The contractor should consider the following risks to lone workers;

- The risk of violence
- Stress and mental health
- Workplace location, for example is it an occupied site
- Individual’s medical suitability to work alone

The tasks below are not suitable for lone working (this is not an exhaustive list and is purely as an example);

- Work in confined spaces
- Work on mobile scaffold towers, MEWPs, cherry pickers etc
- Work on asbestos
- Working near exposed live electricity conductors
- Working in an extremely hot or cold environment
- Working with certain chemicals

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. The HSE statistics for 2020 show that 19% of recorded workplace injuries were as a result of lifting, handling or carrying

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



Site Signage

The Old Royal Naval College Buildings (Queen Anne, King William, Queen Mary) and the Dreadnought grounds are part of a World Heritage Site and are scheduled Monuments. This means, that no works, to the building fabric are permitted without prior consent from Historic England.

This includes:

- Fixings.
- Signage.
- Replacement of plant, equipment or building fabric.

At our Medway Campus the Natural Resources Institute carry out highly specialised research in laboratories in the Blake, Nelson, Grenville and Anson buildings. Therefore, it is imperative that permission is obtained from the NRI when completing works in these spaces. Please also be aware, that there are also restrictions on entering student accommodation as these are their homes.

Individual Responsibility

Always comply with site signage
Read the labels on containers before using any substances
Use any safety precautions as required
Report any issues to a member of the Estates team (Security or the FM Office) or you University representative.



Slips, Trips and Falls

Slips, trips and falls accounted for 29% of reported workplace injuries according to the HSE statistics for 2019/20. 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



Smoking (Including vaping)

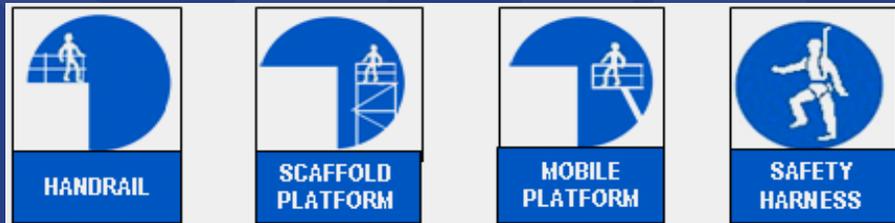
- Smoking is not permitted in any of the University buildings, including any of the roof areas
- Smoking is only permitted more than 5m away from University buildings
- With regard to the current published evidence about electronic cigarettes (also known as vaporisers), to minimise potential for confusion for smokers and non-smokers the University Smoking Policy also prohibits the use of any type of electronic cigarette in areas where smoking is banned in premises and designated external areas.
- Signage will be visible around the campuses



Working Safely at Height

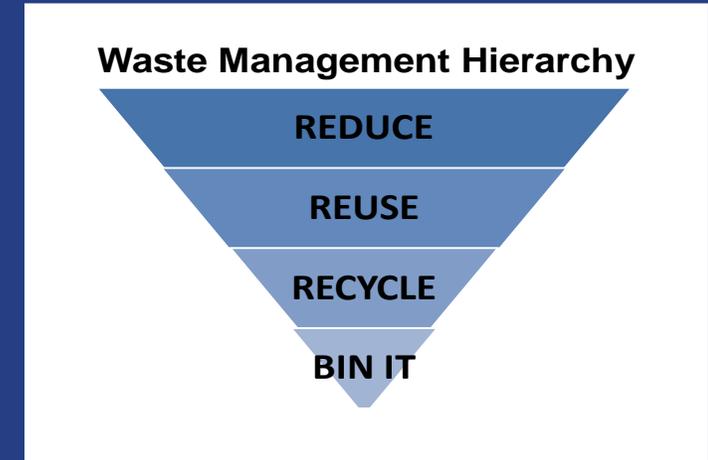
Any work where there is a potential risk of injury from a fall is classed as working at height

- 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



Waste Handling and Segregation

- Every effort must be made to minimise waste on site
- Contractors must remove their own waste in compliance with legal requirements, unless agreed otherwise with site management
- Where it is agreed that site disposal facilities' can be used, waste must be disposed of in an appropriate way (Waste segregation facilities are located around the site – ask FM Office if not sure)
- All waste classed as hazardous must be disposed of in a controlled manner. If you are unsure what is hazardous consult your University contact before disposing of it
- All fluids and oils must be stored in a suitable, approved location and not left in a position where spillage or damage can occur
- All internal & external bins have signage & posters. Check these carefully when using the facilities.



Now to complete this induction, please click on the following link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=CvQWNelaVkm7qzIRYuWJzmctB2kMnMNNqILXKwMvMp5UNVk0SFVSNkwxSIM0NU9JWTY3RzZQU1BYNSQIQCN0PWcu>

You will now be given a short quiz to test your knowledge of the information you have just read. It will be multiple choice so not all the statements are correct.

Once complete, please return the quiz back to the FM Office and await further instruction/sign-in process. If you have any questions about your induction or would like to give any feed back, please feel free to do so.

This induction shall be re-taken annually