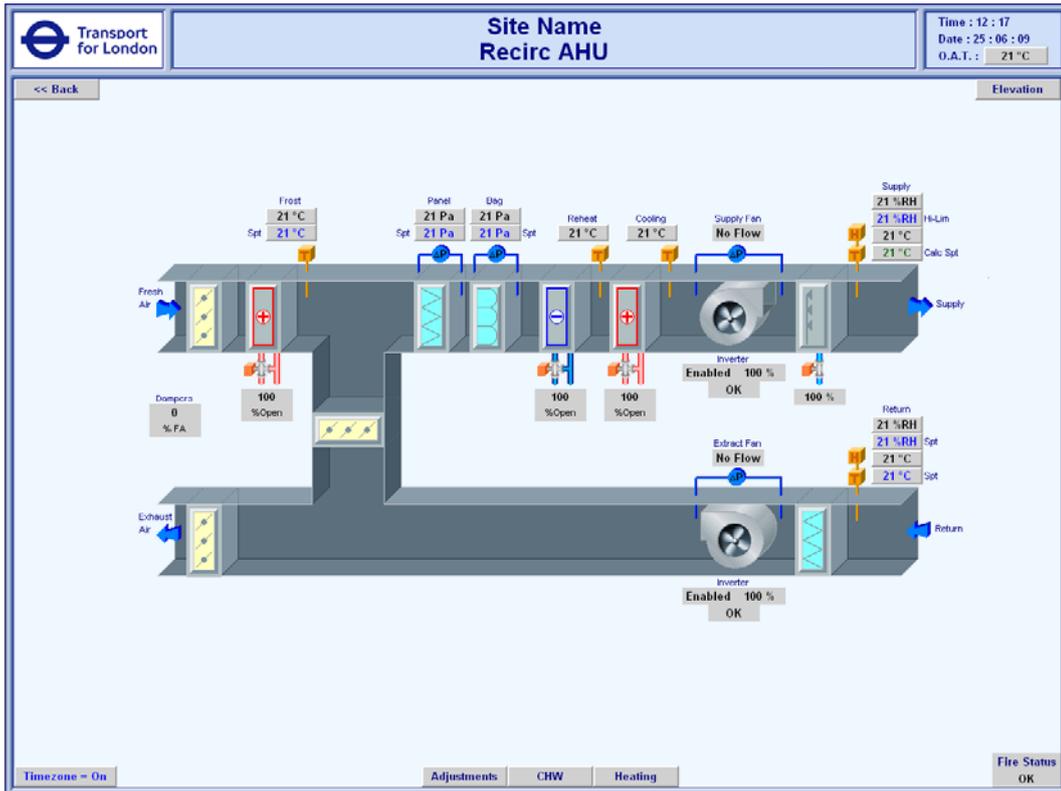


### 5.3 Recirc AHU



### 5.4 Adjustments

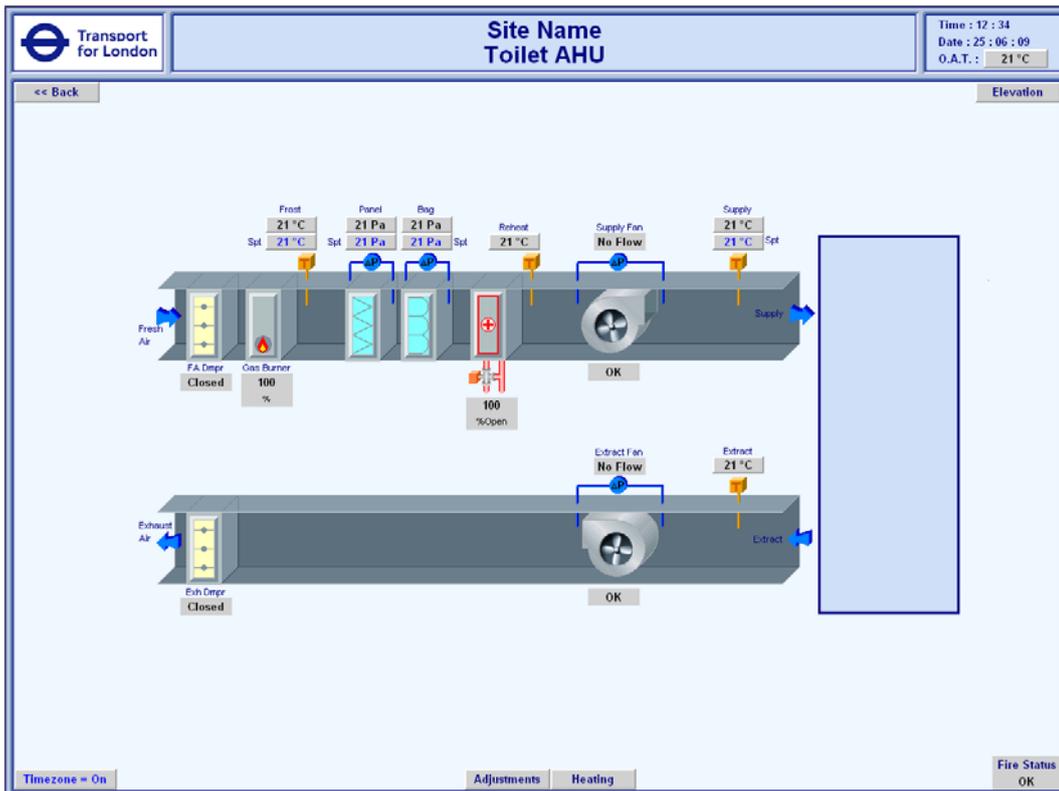
The screenshot displays the 'Recirc AHU - Adjustments' control interface. At the top, it shows the Transport for London logo, the site name 'Recirc AHU - Adjustments', and system information: Time: 12:33, Date: 29/06/09, O.A.T.: 21°C. The interface includes a '<< Back' button and an 'Elevation' indicator. The main area contains a table titled 'Recirc AHU Adjustments' with the following data:

Recirc AHU Adjustments	
Supply Air Setpoint at Maximum OAT	21°C
Supply Air Setpoint at Minimum OAT	21°C
Maximum OAT	21°C
Minimum OAT	21°C

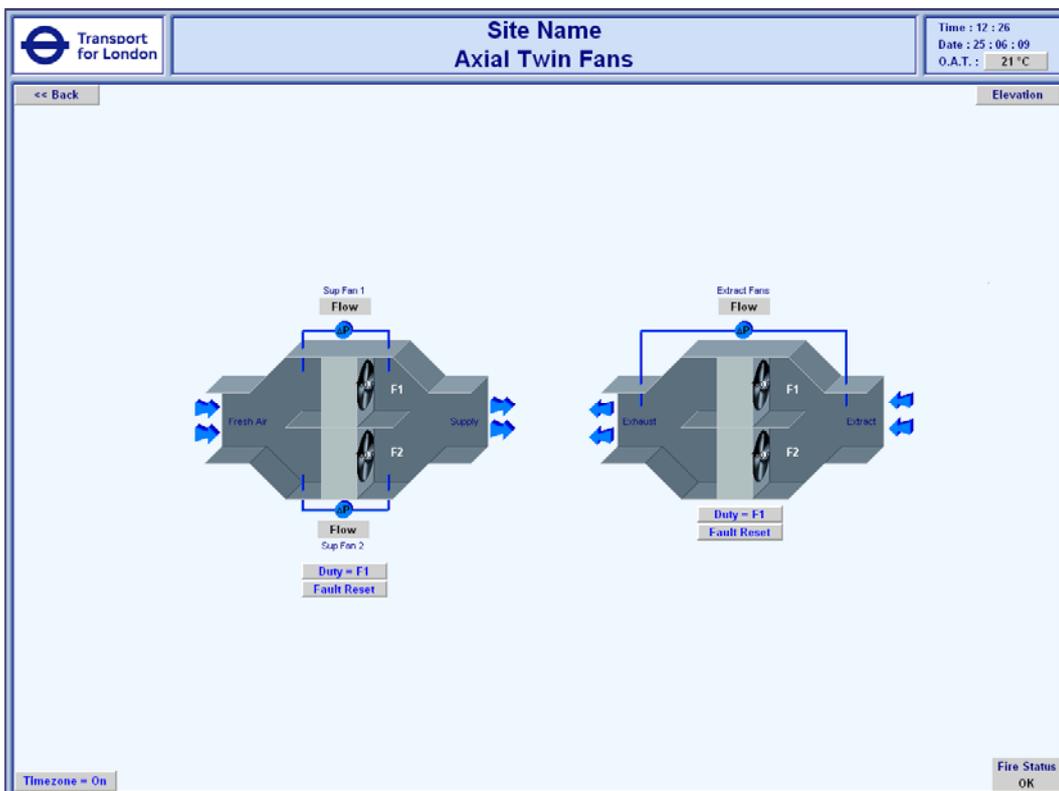
At the bottom, there are buttons for 'Timezone = On', 'AHU', and 'Fire Status OK'.



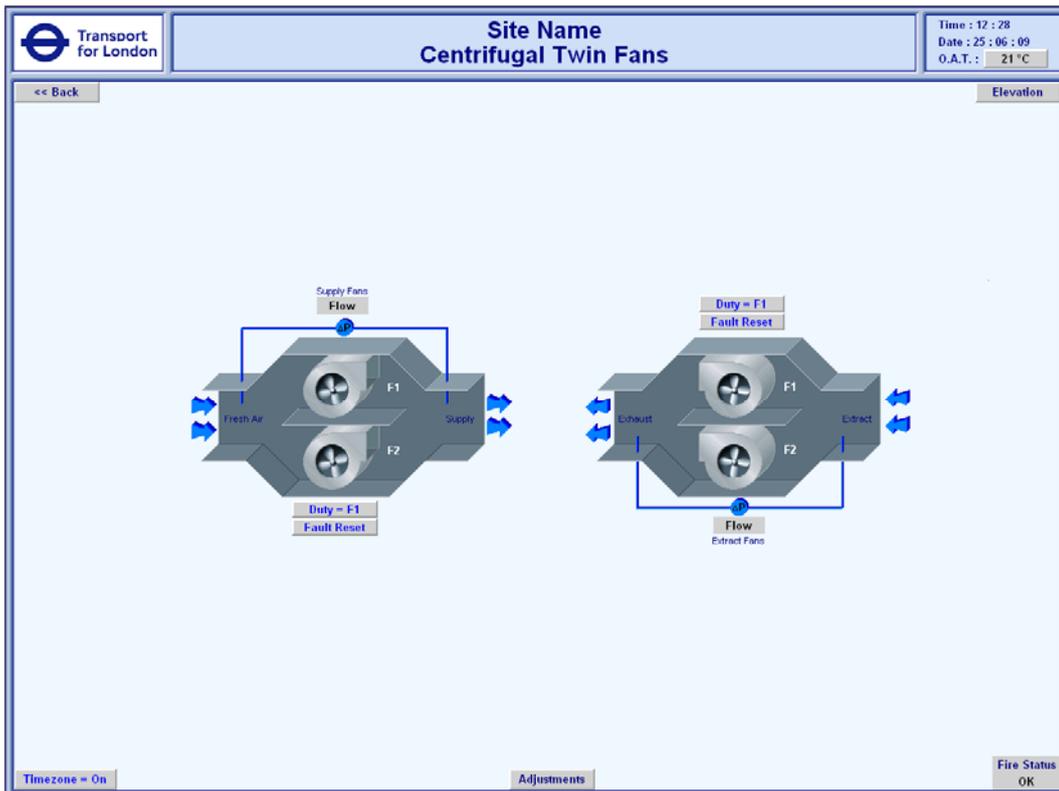
## 5.7 Toilet AHU



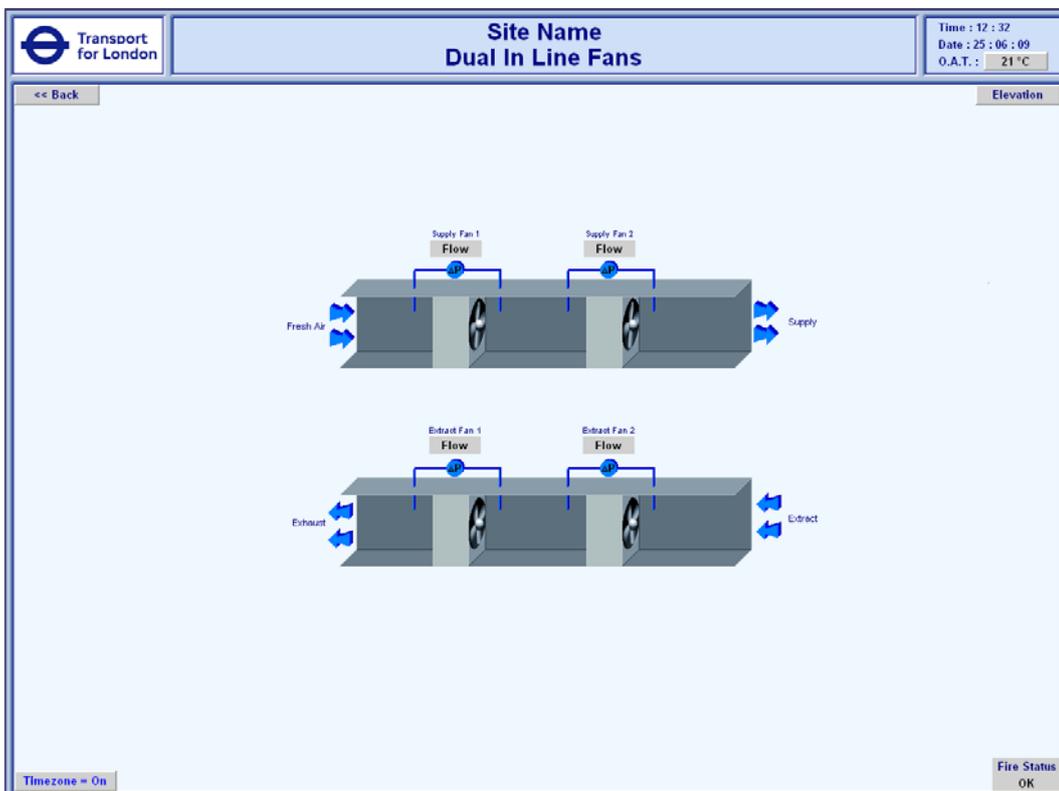
## 5.8 Axial Twin Fans



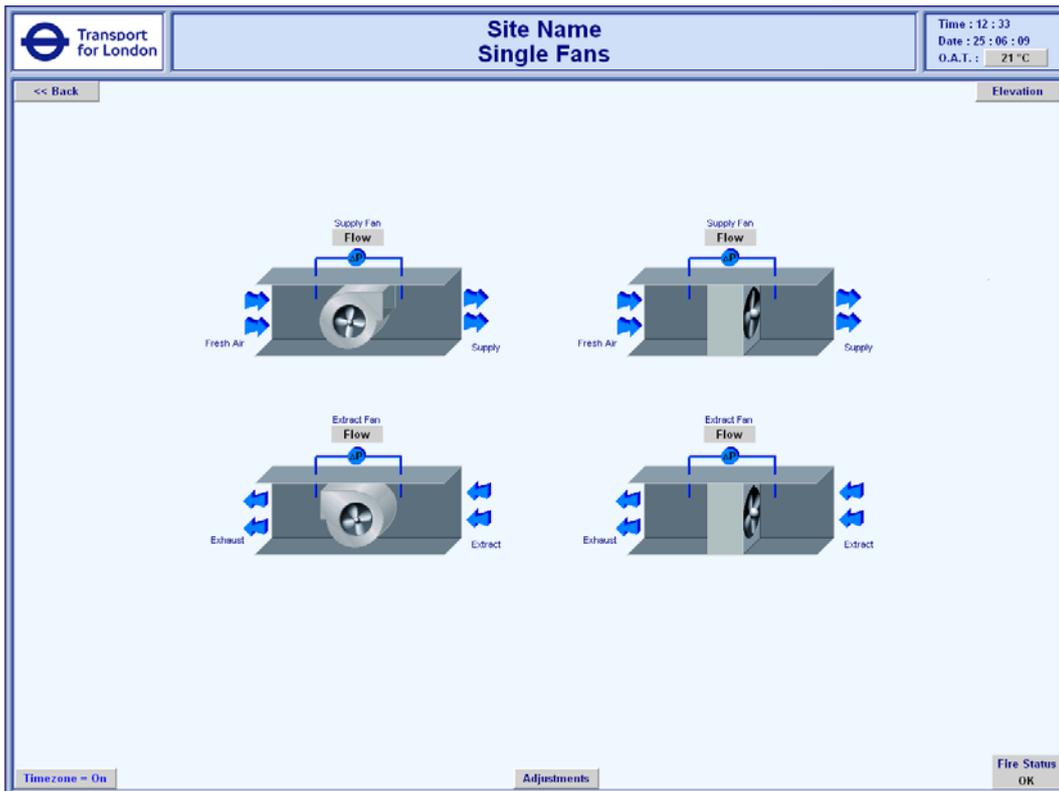
## 5.9 Centrifugal Twin Fans



## 5.10 Dual In Line Fans



## 5.11 Single Fans



## 5.12 Denco Unit



## 6 Sample Floorplans

### 6.1 Example 1 – Floor Menu

Transport for London

Site Name  
FCU Index (Tenants)

Time : 13 : 13  
Date : 25 : 06 : 09  
O.A.T. : 21 °C

<< Back

Elevation

FCU Menu

8th Floor

7th Floor

6th Floor

5th Floor

4th Floor

3rd Floor

2nd Floor

8th Floor C3 C4  
C2 C1

7th Floor C3 C4  
C2 C1

6th Floor C3 C4  
C2 C1

5th Floor C3 C4  
C2 C1

4th Floor C3 C4  
C2 C1

3rd Floor C3 C4  
C2 C1

2nd Floor C3 C4  
C2 C1

Tenants AHU (Core 1) Tenants AHU (Core 2) Tenants AHU (Core 3)

Timezone = On Core 1  
Timezone = On Core 2  
Timezone = On Core 3  
Timezone = On Core 4

Setup Menu FCU Setup LPHW Pumps CHW Pumps

Fire Status OK

### 6.2 Example 1 2<sup>nd</sup> Floor

Transport for London

Site Name  
2nd Floor - Fan Coil Units

Time : 13 : 04  
Date : 25 : 06 : 09  
O.A.T. : 21 °C

<< Back

Elevation

FCU Menu

8th Floor

7th Floor

6th Floor

5th Floor

4th Floor

3rd Floor

2nd Floor

buttons to change floors

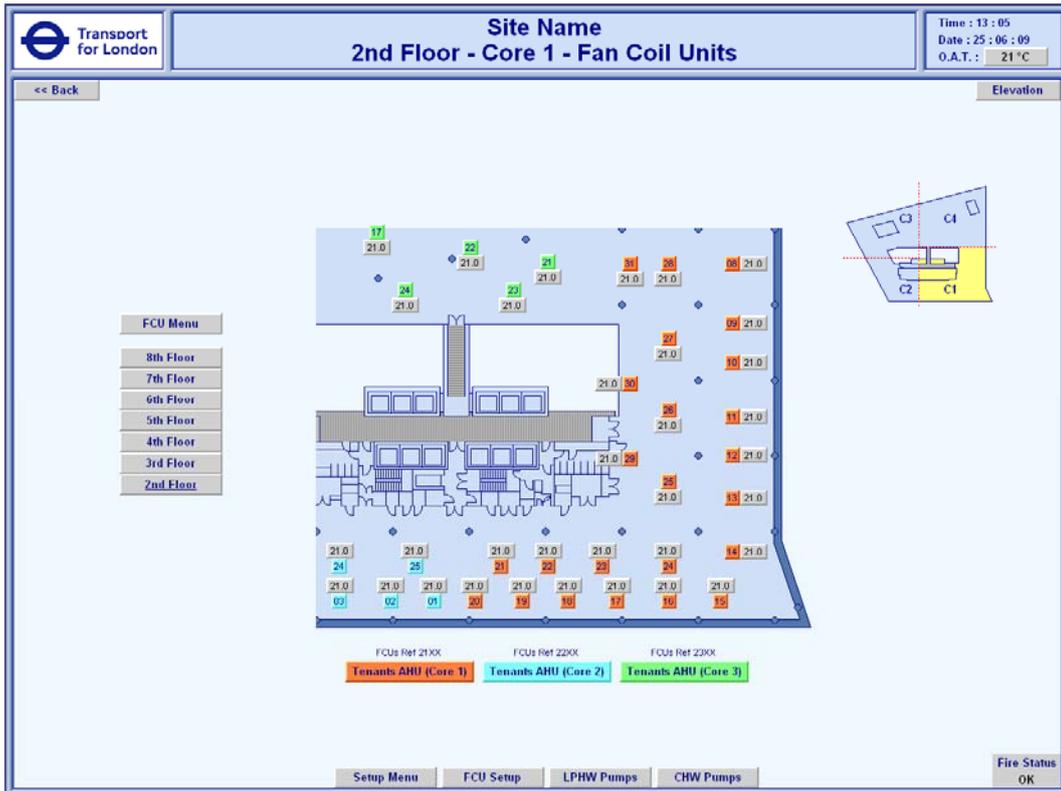
click to access areas

Timezone = On Core 1  
Timezone = On Core 2  
Timezone = On Core 3  
Timezone = On Core 4

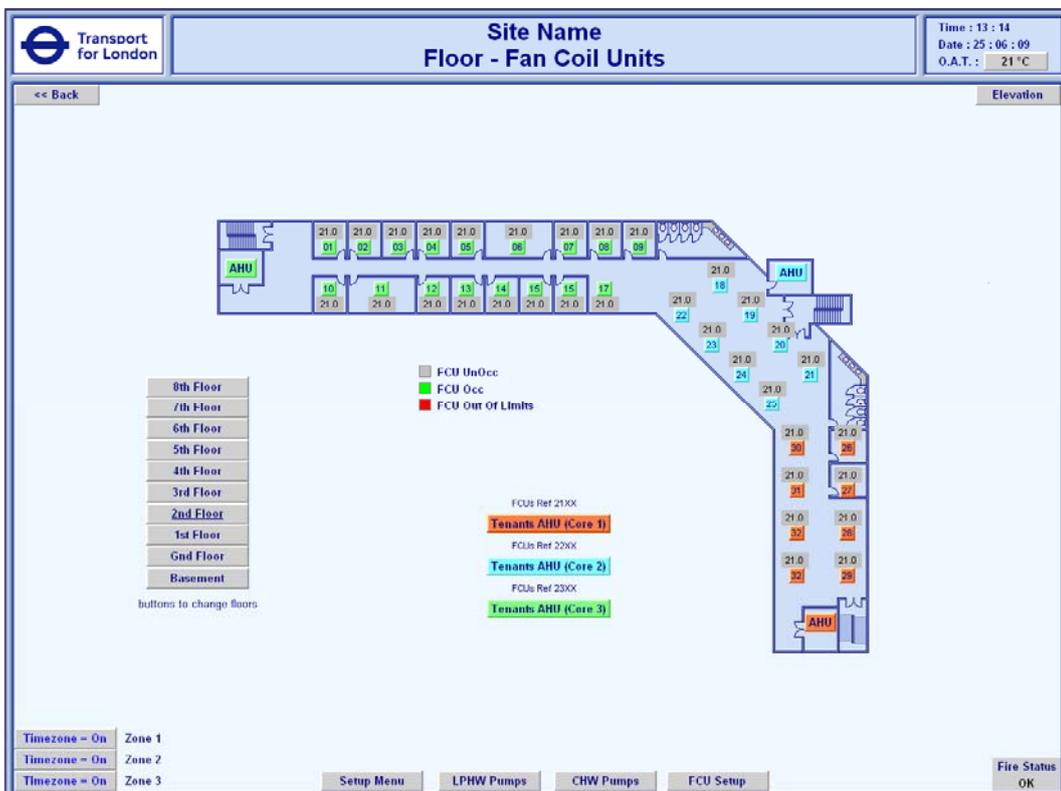
Setup Menu FCU Setup LPHW Pumps CHW Pumps

Fire Status OK

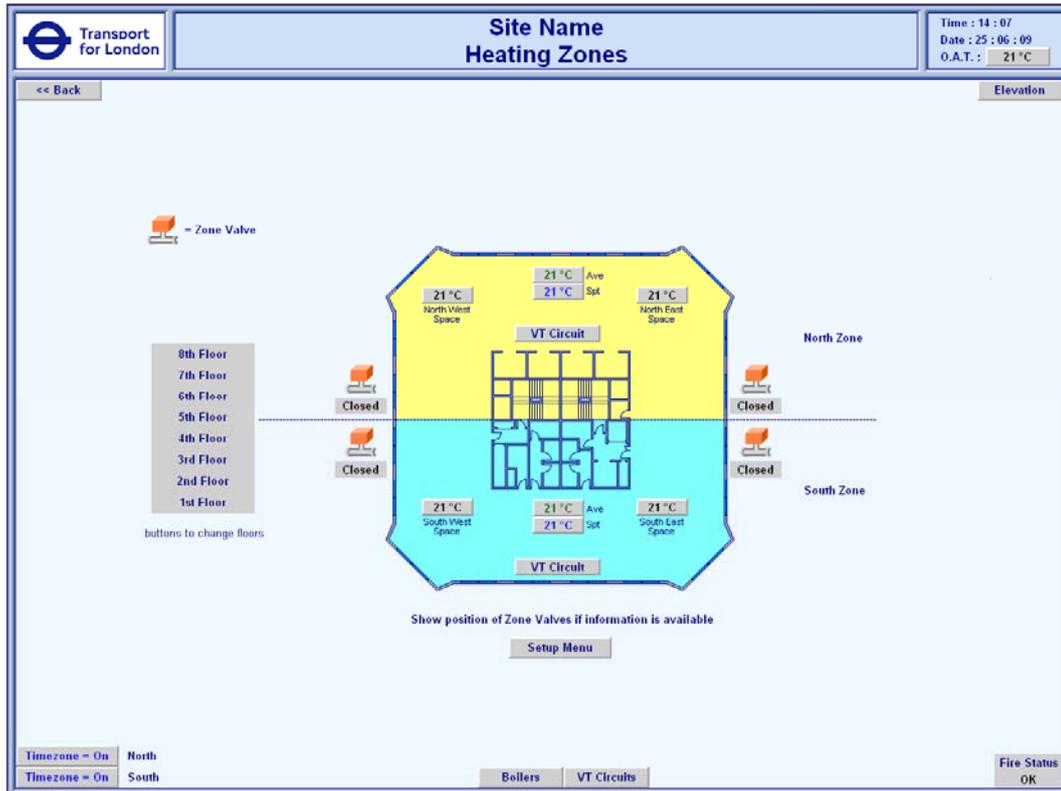
### 6.3 Example 1 Core 1



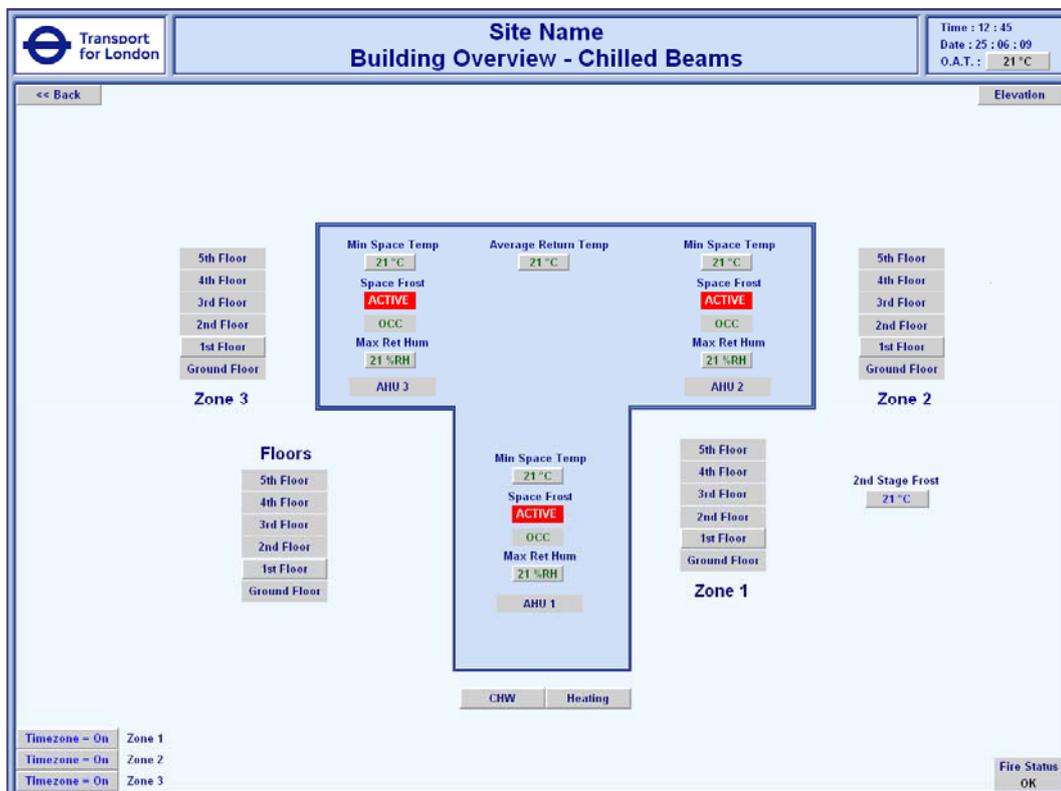
### 6.4 Example 2 – Floorplan



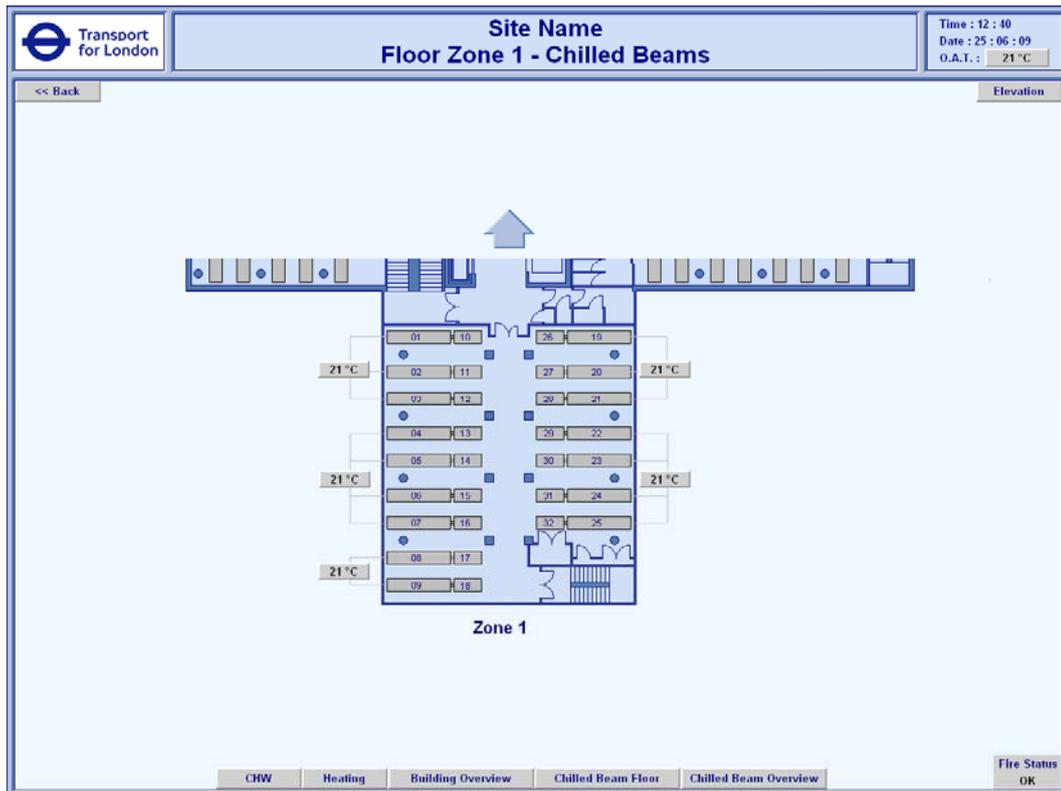
## 6.5 Heating Zones



## 6.6 Chilled Beams

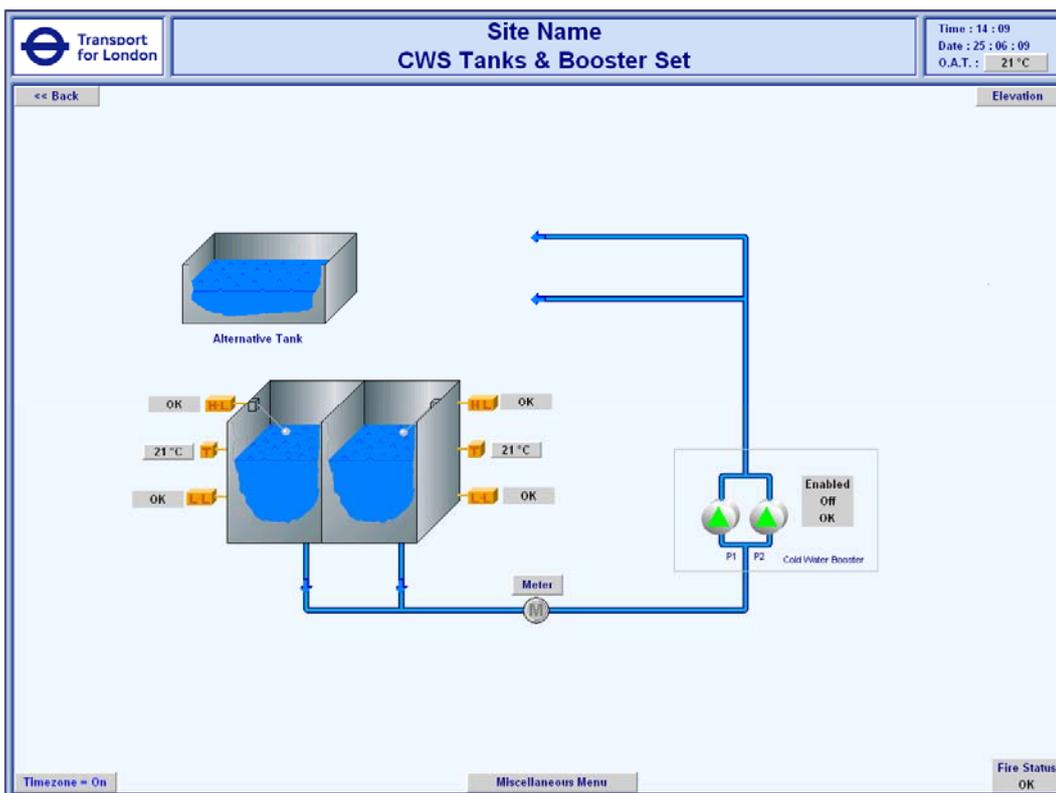


## 6.7 Chilled Beams – Zone 1

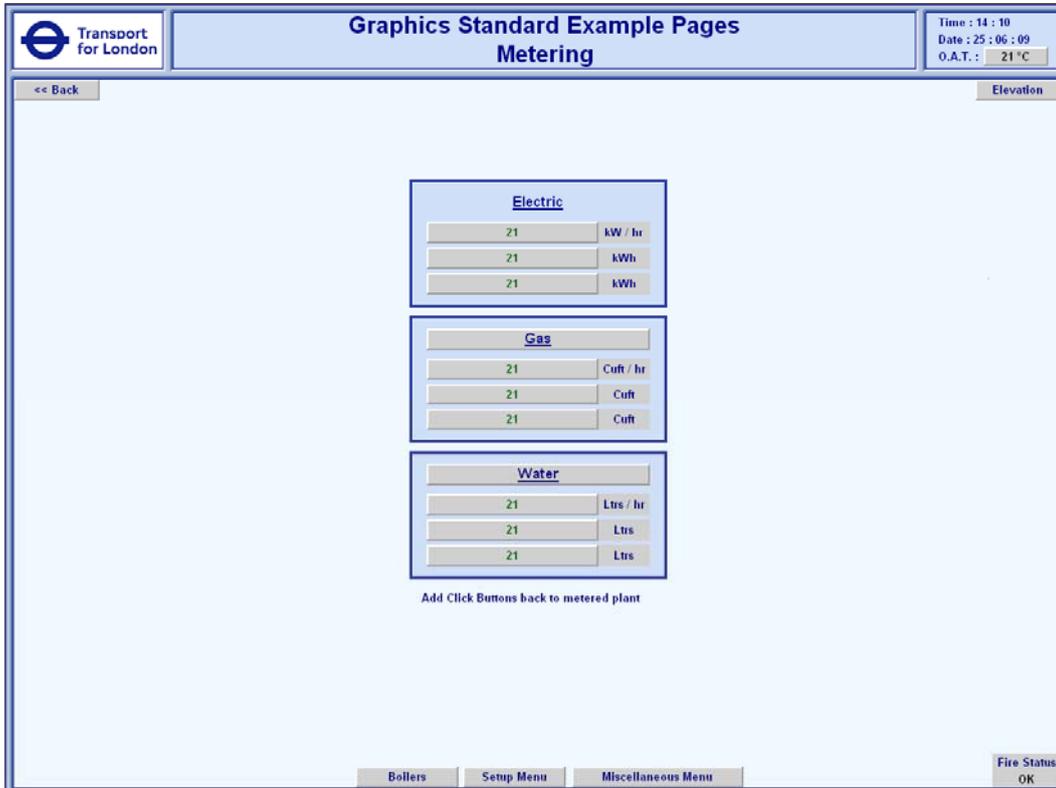


## 7 Miscellaneous

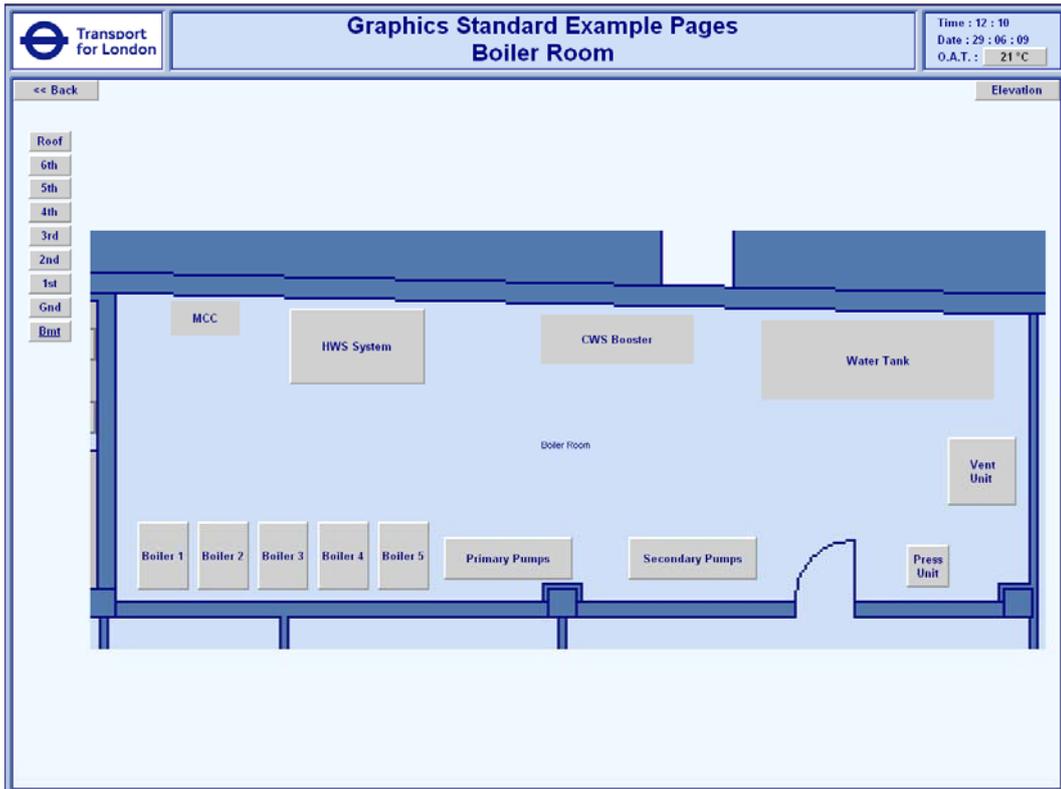
### 7.1 Cold Water Tanks



### 7.2 Metering



### 7.3 Plantroom



# TfL METERING NOMENCLATURE TECHNICAL NOTE

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## INTRODUCTION

This technical note provides a metering nomenclature for TfL GP&F half hourly data collection via Ease II or other data collection route. Given the shortage of characters identified by PRI, the 6 character building abbreviations shown in the appendixes should be used in all cases.

This technical note will be revised upon roll out of Systems Link software (aM&T software due to replace STARK in 2010) and IMServ data collection contract (external data collection of all sub-meters data due to replace Ease ii data collection element but not Adhoc meter interrogation role in 2010 following Systems Link roll out).

## Ease II & STARK RT Field Naming

### Easell Location field

*Building Name/Comms location point (Comms device type)*

Eg

200 BPR/Roof Lift Motor room (Datalogger)

Or Aldgate BTP/Rm104 (Meter + CAT Box)

Or 100 Petty France/55 Bdwy Bsmnt (PactLAN-Meter)

Or Windsor House/Christchurch House Bsmnt (Datalogger)

Building name relates to building being monitored (see appendix for abbreviations to be used). This avoids confusion as to where the data is coming from eg At Windsor the basement datalogger is in Christchurch House etc

### Easell Description field = RT Channel&Group Name field

*Utility/Building Name/Area metered*

Eg

ELEC/200 BPR/7th Floor-Ltg&Pwr

Or GAS/Ashfield/Incoming Supply

Or WATER/Eccleston Place/Incoming Supply Bypass

Or ELEC & GAS & WATER / Faith Lawson / Main Incomers

Building name is repeated in this field as this is what shows up in STARK RT.

Final example demonstrates solution for customer access terminal (CAT) boxes where Ease II can only hold the same description for each of the 3 data streams.

### Floor / Location Descriptions

For Floor definitions, always 3 characters: F##

Eg

F01 for Floor 1

F\_B for Basement

F\_G for Ground

#### Other abbreviations:

SW = SwitchRoom.

DL = Datalogger

PL = Pactlan.

Mt = Meter.

T = Toilet

ie F01 T = 1st floor toilet and so on

### Usage Descriptions

Tnt - Tenant

Lnd - Landlord

Ltg - Lighting

Pwr - Power

Cms - Comms room

Svr - Server room

Chl - Chiller Panel/room

Blr - Boiler Panel/room

AHU - AHU panel/room

ExV - Extract Vent panel/room

SpV - Supply Vent panel/room

Pmp – Pump panel/room

Hum - Humidification panel/room

Lft - Lift panel/room

### Combination Descriptions

Any combination should be tied together with "-" between area-usage, and "&" symbol between any usage types, eg F06 Tnt-Ltg&Pwr for "6<sup>th</sup> Floor Tenant Lighting and Power"

### Easell Name field = RT Channel&Group Reference field

*Utility/Meter Serial #/Units* (taking into account any pulse ratios applied by Ease II, and standardising for each utility ie kWh etc for elec, ft<sup>3</sup> or m<sup>3</sup> for gas, and litres for water)

Eg

ELEC/EN18420/kWh

Or GAS/5210S/ft<sup>3</sup>

Or Water/98A65324/litres

Or Heat/15347/kWh

Or Water/97A12344/??? when pulse ratio is not known

### STARK Essentials meter with HH data in STARK RT

In these cases, RT Group Ref = Essentials Ref and RT Group Name changed to:

*Utility/Building Name/Area metered/Meter Serial #/Units*

ie Ease II Description plus Ease II Name without the Utility repeated

## Appendixes

### Building Abbreviations

AlbHse - Albany House

AlbEmb - Albert Embankment: 89

AldBTP - Aldgate BTP

AlsP13 - Allsop Place: 13

AlsP15 - Allsop Place: 15-17

AshHse - Ashfield House

BSt210 - Baker Street: 210-212

BSt216 - Baker Street: 216

BStRvC - Baker Street: Revenue Control

QVSBfr - Blackfriars (179 QVS)

BonhSt - Bonhill Street: 15

Bdy\_55 - Broadway: 55

BPR172 - Buckingham Palace Rd: 172

BPR200 - Buckingham Palace Rd: 200

BuckSt - Buckingham Street

ButPlc - Butler Place

CranSt - Cranbourn Street: 20

EccPlc - Eccleston Place: 25

EcPcAn - Eccleston Place: Annexe

EcSq84 - Eccleston Square: 84

EdR304 - Edgware Road: 304

EmprSt - Empress State

EngTrC - Engineering Training Centre

EstnSt - 72 Euston St/Coburg St

FthLHs - Faith Lawson House

GrfRms - Griffin Rooms

GrfHse - Griffith House

InCMWR - Innovation Centre (Marsh Wall Rd)

KgsBdg - Kings Buildings

BStLPO - Lost Property Office

LTMusm - LT Museum

LTMmCC - LT Museum Collection Centre

OldBSt - Old Broad Street

OxCrHs - Oxford Circus House

Plstra - Palestra

PrnHse - Parnell House

PelmSt - Pelham Street

BdyPtF - Petty France: 100

PrWk14 – 14 Pier Walk (North Greenwich)

PrtHse - Portland House

PrmHse - Premier House

PubCOF - Public Carriage Office

BStSbH - Selbie House

SthRow - 2-6 Southampton Row

Sthsde - Southside (6th & 7th Floors)

SCol30 - 30 South Colonnade

TwnHse - Townsend House

UK\_Hse - UK House

VndStG - Vandon Street Garage

VcStHs - Victoria Station House

LTMW35 - Wellington Street

WstnHs - Western House

WndHse - Windsor House

BdyWOS - Wing over station

Any other sites already on the database, please put forward your suggestions for approval.  
We will always provide new sites' 6 letter abbreviation at time of order.

Area/Plant	Alarm(s)	New Points req'd	Critical	General	Point Grouping	Transient Delay	Normal Hours Routing Mon-Fri 0800-1800	Out of Hours Routing (All other times)	Notes
Boilers/Heating Plant	Low Flow Temp & No Flow	No	Yes	No	None	None	1) E-mail to Help Desk 2) SMS to Help Desk 3) SMS to relevant Engineering Supervisor	1)Out of Hours Help Desk (E-mail or SMS to be confirmed) 2) SMS to Call out ENG1 or Call out ENG2 (Sector1/Sector2)	
Boiler Room Safety Circuit	KOB, Fire Alarm, Gas Sniffer, Press Unit	No	Yes	No	None	None	1) E-mail to Help Desk 2) SMS to Help Desk 3) SMS to relevant Engineering Supervisor	1)Out of Hours Help Desk (E-mail or SMS to be confirmed) 2) SMS to Call out ENG1 or Call out ENG2 (Sector1/Sector2)	
Chiller/Cooling Plant	High Flow Temp & No Flow	No	Yes	No	None	None	1) E-mail to Help Desk 2) SMS to Help Desk 3) SMS to relevant Engineering Supervisor	1)Out of Hours Help Desk (E-mail or SMS to be confirmed) 2) SMS to Call out ENG1 or Call out ENG2 (Sector1/Sector2)	
Chiller/Cooling Plant	High Flow Temp & Chiller Fault	No	Yes	No	None	None	1) E-mail to Help Desk 2) SMS to Help Desk 3) SMS to relevant Engineering Supervisor	1)Out of Hours Help Desk (E-mail or SMS to be confirmed) 2) SMS to Call out ENG1 or Call out ENG2 (Sector1/Sector2)	
Air Plant	No Air Flow	No	Yes	No	None	None	1) E-mail to Help Desk 2) SMS to Help Desk 3) SMS to relevant Engineering Supervisor	1)Out of Hours Help Desk (E-mail or SMS to be confirmed) 2) SMS to Call out ENG1 or Call out ENG2 (Sector1/Sector2)	
Air Plant	Frost Condition	TBC	Yes	No	None	None	1) E-mail to Help Desk 2) SMS to Help Desk 3) SMS to relevant Engineering Supervisor	1)Out of Hours Help Desk (E-mail or SMS to be confirmed) 2) SMS to Call out ENG1 or Call out ENG2 (Sector1/Sector2)	Not always available
Air Plant	AHU Hold Off (LTHW<50 °C)	TBC	Yes	No	None	None	1) E-mail to Help Desk 2) SMS to Help Desk 3) SMS to relevant Engineering Supervisor	1)Out of Hours Help Desk (E-mail or SMS to be confirmed) 2) SMS to Call out ENG1 or Call out ENG2 (Sector1/Sector2)	Not always available
Public Health	CW Booster Set Fault	TBC	Yes	No	None	None	1) E-mail to Help Desk 2) SMS to Help Desk 3) SMS to relevant Engineering Supervisor	1)Out of Hours Help Desk (E-mail or SMS to be confirmed) 2) SMS to Call out ENG1 or Call out ENG2 (Sector1/Sector2)	Not always available
Public Health	CWS Tank Low Level	TBC	Yes	No	None	None	1) E-mail to Help Desk 2) SMS to Help Desk 3) SMS to relevant Engineering Supervisor	1)Out of Hours Help Desk (E-mail or SMS to be confirmed) 2) SMS to Call out ENG1 or Call out ENG2 (Sector1/Sector2)	Not always available
Server Room	Phase Failure	TBC	Yes	No	None	None	1) E-mail to Help Desk 2) SMS to Help Desk 3) SMS to relevant Engineering Supervisor	1)Out of Hours Help Desk (E-mail or SMS to be confirmed) 2) SMS to Call out ENG1 or Call out ENG2 (Sector1/Sector2)	All alarms raised to generate one critical alarm, i.e. 172 BPR Server Room Alarm
Server Room	UPS Common Fault								
Server Room	UPS Bypass								
Server Room	UPS on Batteries								
Server Room	AC Units Common Fault								
Server Room	Room Leak Alarm								
Server Room	VESDA Common Fault								
Server Room	VESDA Pre-Alarm								
Server Room	Vesda Alarm								
Server Room	Gas Suppression Common Fault								
Server Room	Gas Suppression Switch Status								
Server Room	Gas Suppression Discharged								
Server Room	Gas Extract Common Fault								
Server Room	Gas Extract Switch Position								
Server Room	Gas Extract Failed to Start								
Server Room	High Room Temperature								
Server Room	High Room Humidity								
Server Room	Panel UPS Fault								
Server Room	Panel UPS Operational								
Generator	Running	TBC	Yes	No	None	None	1) E-mail to Help Desk 2) SMS to Help Desk 3) SMS to relevant Engineering Supervisor	1)Out of Hours Help Desk (E-mail or SMS to be confirmed) 2) SMS to Call out ENG1 or Call out ENG2 (Sector1/Sector2)	Not always available
Major Control Rooms	On Standby Supply	TBC	Yes	No	None	None	1) E-mail to Help Desk 2) SMS to Help Desk 3) SMS to relevant Engineering Supervisor	1)Out of Hours Help Desk (E-mail or SMS to be confirmed) 2) SMS to Call out ENG1 or Call out ENG2 (Sector1/Sector2)	Rooms on duel supply. Monitor if supply changes to standby. Changeover switches to be monitored
Minor Control Rooms	On Standby Supply	TBC	Yes	No	None	None	1) E-mail to Help Desk 2) SMS to Help Desk 3) SMS to relevant Engineering Supervisor	1)Out of Hours Help Desk (E-mail or SMS to be confirmed) 2) SMS to Call out ENG1 or Call out ENG2 (Sector1/Sector2)	Rooms on duel supply. Monitor if supply changes to standby. Changeover switches to be monitored
All other alarms to be Non-critical	i.e. Dirty Filter,	No	No	Yes	None	5 Minutes	E-mail to Help Desk	E-mail to Help Desk	1) Note BMS point must be in "alarm" for at least 5 Minutes before the alarm is e-mail to the Help Desk 2) When Plant undergoing maintenance <b>NO</b> alarms will be generated

**Alarm Text will be as follows:-** TFL\_BMS\_Building Name\_Plant Affected\_Time\_Date

**Mitie**  
Out of Hours Protocol

Sector 1	Call out ENG 1	07917 751301
	Ashfield House	
	172 Buckingham Palace Road	
	174 - 200 Buckingham Palace Road	
	25 Ecclestone Place	
	84 Ecclestone Sq	
	Empress State	
	Griffin Rooms	
	Griffiths House	
	Parnell House	
	63 - 81 Pelham Street	
	Premier House	
	Public Carriage Office	
	Travel Information Centres	
	Victoria Station House	
	Brixton GSM	

Sector 2	Call out ENG 2	07917 751300
	Allsop Place - All sites	
	Albany House	
	Aldgate	
	Baker Street - All sites	
	Bonhill Street	
	55 Broadway	
	Buckingham Street	
	Butler Place	
	Cranbourn Street	
	89 Embankment (Cammelford Hse)	
	Faith Lawson House	
	Kings Building	
	Lost Property Office	
	LT Collection Centre	
	LT Museum (35 &39 Wellington St)	
	Marsh Wall Lane (Innovation Centre)	
	Old Broad Street	
	100 Petty France	
	179 Queen Victoria St (Blackfriars)	
	Townsend House	
	Uk House	
	Western House	
	Windsor House	
	Wing Over Station	
	Astley House	
	Leytonstone Station	
	180 Tottenham Court Road	
	Vandon Street Garage	

# Passport to Depot License / Depot Tours

ISSUED 14/01/13		
Author	Irine Braithwaite	
Reviewer	Fiona Penson	
Approver	Nigel Hall	
REVISION	DATE	CHANGE
Version 1	14/01/13	First Issue

## Disclaimer

All information published within correct at last revision

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## Introduction

A Passport to Depot License is required to gain access to all maintenance depots. To gain a Passport to Depot License you need to attend a Passport to Depots Core Course, after which, you can attend any other depot for a Tour. Each time a person attends a tour at other depots, the licenses will be updated with the tour details. The license is valid for three years, when a refresher is required to renew the license

## High Level Summary



## Passport to Depot Induction – requesting an induction

1. This service is operated on a “first come first serve” policy to ensure an unbiased service for the customers.
2. The **pre-requisite** for acceptance onto the course is a valid **LU Access card number (LUCAS Card)**. The person will need to supply with their LUCAS number every booking for ‘**Passport to Depot Induction**’,
3. Every ‘**Passport to Depot Induction**’ has a **Tour** integrated into the course schedule, so there will be no need to book a separate Tour at the Depot where the ‘Passport to Depot Course’ is taken.
4. Bookings should be made at **least 48hrs** in advance of a course to firmly book and confirm places.
5. Group bookings are acceptable for up to **eight delegates** on any one course.
6. Only one booking form is needed when booking delegates to a particular depot,
7. Please request availability from the [fleetdepotinductions@tfl.gov.uk](mailto:fleetdepotinductions@tfl.gov.uk) before booking a course for delegates.
8. Complete and send [booking](#) (Tfl admin support mgr to provide) form to: [fleetdepotinductions@tfl.gov.uk](mailto:fleetdepotinductions@tfl.gov.uk).
9. Send dates to contractor, and request details of attendees (to include LUCAS card number)
10. Send details of attendees to: [fleetdepotinductions@tfl.gov.uk](mailto:fleetdepotinductions@tfl.gov.uk), to request training.
11. Once approved, Fleet Depot will send joining instructions to the requestor, which are then forward to the contractor.
12. Upon completion of the depot induction the contractor will be issued a Depot Passport (a small pass book).
13. The Passport to Depot will be used to access all sites. However, a Depot Tour will be required.
14. Online Passport to Depot assessment is not available.
15. All training offered is supplied during day time hours.

## Depot Tour – requesting an induction

‘Depot Tours’ can only be done after a ‘Passport to Depot Induction’ has been completed and a pass booked issued. A site specific Depot Tour is required when attending a depot for the first.

1. To be arranged by the contracts admin support manager.
2. If the contractor is planning to carry out work at a maintenance depot. An Operational Assurance Notification (OAN) will be required; this will be arranged by the contracts admin support manager.
3. Always check with site catering manager via the catering service provider’s helpdesk their recommended time for a contractor to attend site.
4. The Depot Tour will be booked on the same day the work is being done.
5. Ensure to allow sufficient time for the tour so that it does not run into the time the work is meant to start.
6. Complete booking form and send to: [fleetdepotinductions@tfl.gov.uk](mailto:fleetdepotinductions@tfl.gov.uk)
7. Fleet depot send joining instructions.
8. Forward joining instructions to the contractor
9. The contractor attends the Depot Tour; the Passport to Depot pass book is validated.
10. Only one Depot Tour is required per site. The contractor does not need to attend another tour the next time they need to attend the same site.

## Contact details for Fleet Depot TEAM

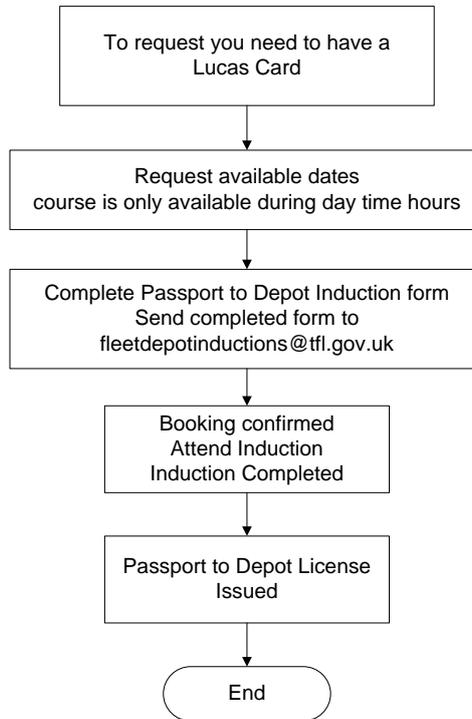
For further clarifications and questions, please contact Fleet Depot direct on [fleetdepotinductions@tfl.gov.uk](mailto:fleetdepotinductions@tfl.gov.uk)

Note duration of the induction and tour:

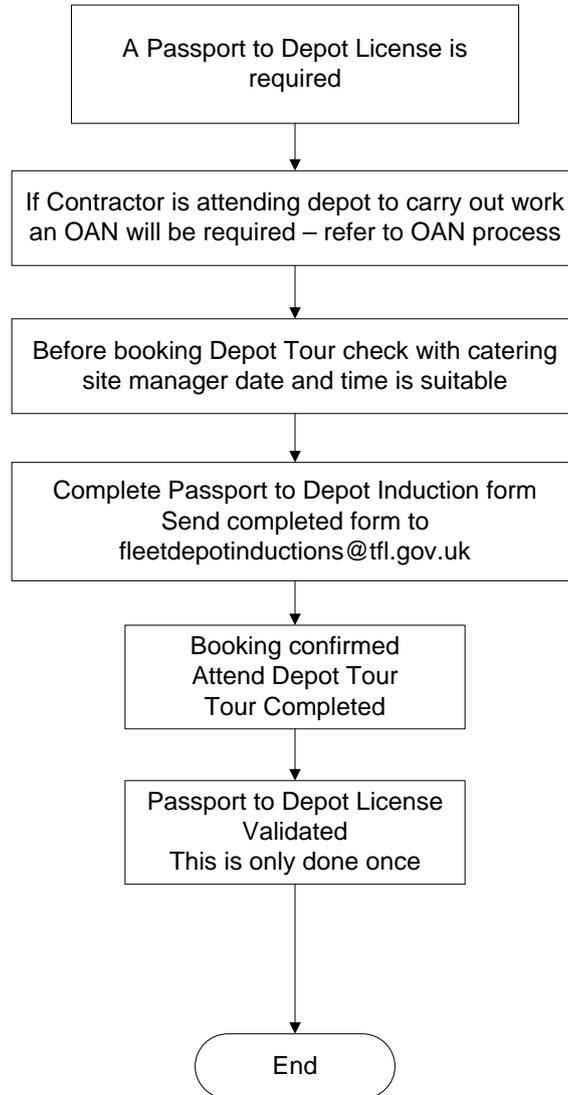
- Passport to Depots Core – 2 to 5 hrs depending on Depot
- Passport to Depots Tour – 30 minutes to 2hrs depending on Depot

## Process

### Passport to Depot Induction (Depot Access Permit)



## Site Specific Depot Tour



ENDS

# LUCAS Training Requests

ISSUED 16/11/12		
Author	Irine Braithwaite	
Reviewer	Fiona Penson	
Approver	Nigel Hall	

REVISION	DATE	CHANGE
Version 1	27/11/12	First Issue

## Disclaimer

All information published within correct at last revision

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DRAFT

## Introduction

# LUCAS

LUCAS is the membership scheme for 'Engineering and Construction' workers on London Underground, this includes anyone working at a canteen

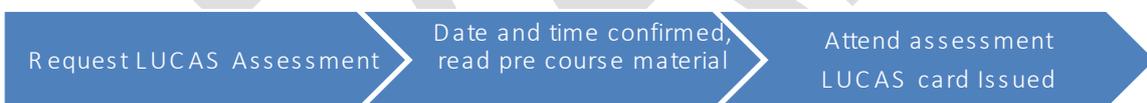
London Underground requires that anyone working on their infrastructure must have the necessary understanding of all access, health, safety and environmental issues affecting the underground system. Only workers with a valid Site Entry Permit are allowed access on the Underground.

The LUCAS programme enables people to acquire this knowledge in their own time, and book an assessment. A LUCAS card is valid for three years.

Everything that you need to know in order to get a LUCAS card is available on this site - <https://lucas.tfl.gov.uk/LearningMaterials.aspx>, downloading the briefing materials (what you need to know to pass the assessment), as well as booking an assessment date in the time to suit you, assuming you have an account.

Existing LUCAS card holders (members) can also use this site to access any [downloads](#) and, should a LUCAS card get lost or stolen, request a replacement by contacting your Training Co-ordinator (nominated administrator in your company, if not registered contact the LUCAS Team direct details on page 7).

## High Level Summary



## Service Provider Requesting - LUCAS Induction Training

1. TfL's Contracts Admin Support Manager is responsible for requesting a LUCAS account set up.
2. The service provider has to be on the TfL's framework to qualify for a LUCAS account. The Contracts Admin Section Manager requires the following information from the service provider to request an account:
  - a. Name of service provider
  - b. Contact named (administrator)
  - c. Contact details – telephone and email address.
3. The Contracts Admin Support Manager then sends the request to the LUCAS team at: [lucas@tfl.gov.uk](mailto:lucas@tfl.gov.uk)
4. The LUCAS team advises the Contracts Admin Support Manager when the account is created for information only.
5. LUCAS team would have already advised the service provider of the account details and all the relevant information they need to operate the account.

6. If the service provider is not on the framework, then it will be the Contracts Admin Support Manager's responsibility to book the assessment as follows:
  - a. Contracts Admin Support Manager obtains available dates from LUCAS booking system
  - b. Note that the LUCAS booking system is a live booking system, which means available dates get snapped quickly and that the requestor needs to return a completed form promptly.
  - c. Service provider submits a completed [booking](#) form
  - d. Contracts Admin Support Manager, books assessment on the LUCAS booking system, which will automatically send a confirmation email to the requestor and as well as the service provider administrator.
  - e. Instructions on how to make a booking on the LUCAS system (as a LUCAS administrator you should have received training when you requested administrator account).
  - f. Service provider attends and completes assessment
  - g. Service provider passes assessment and LUCAS card is issued, which is valid for 3 years.
  - h. If the service provider does not pass assessment, then they will have to re take the assessment. Follow the above process to re-book.
7. All service provides must ensure that they cancel the LUCAS card on the system when LUCAS card holders leave their employment and also advise Contracts Admin Support Manager.
8. It is important that service providers read the pre-course material before attempting the assessment. Click the link to download pre-course material  
<https://lucas.tfl.gov.uk/LearningMaterials.aspx>

# TfL Staff Requesting - LUCAS Induction Training

1. TfL staff requiring a LUCAS card have to do the assessment online via eZone as per instructions below.

### 1. Logging into eZone

You can access the eZone from a work computer or any other computer connected to the internet. The eZone works with all major browsers on both Mac and PC.

Go to <https://tfl.e2train.com/TFL> and the following screen will open



Enter your user name and password and click on [Sign In](#)

Your user name is your employee number and, for the first login, so is your password. You should change your password to something secure that you can remember.

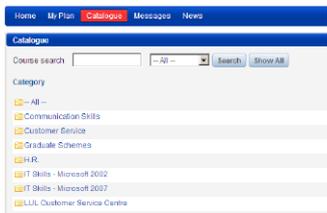
If you cannot remember your password then click on [Forgotten your password?](#) and it will be reset.

Once you have logged in the following screen will appear:

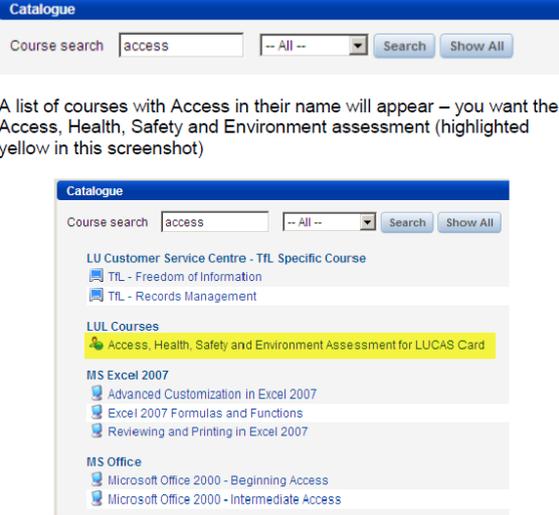


### 2. Finding the Access, Health, Safety & Environment Assessment

Click on the [Catalogue](#) icon on the top blue bar:



### Use the Search function to search for 'Access'



A list of courses with Access in their name will appear – you want the Access, Health, Safety and Environment assessment (highlighted yellow in this screenshot)

Click on the assessment to see details about it and to add it to your learning plan.

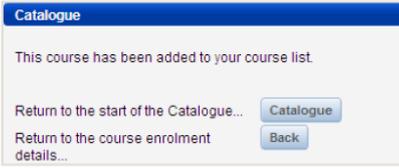
### Access, Health, Safety and Environment Assessment for LUCAS Card



Click on [Information](#) to read the background information for the assessment.

Once you have read this click [Select](#) to add it to your Learning Plan

Once you have clicked on [Select](#) the following message will appear



### 3. Accessing the Distance Learning Material and sitting the assessment

Click on the **My Plan** icon on the top blue bar:



This screen shows you all the courses you are enrolled on along with their status.

Click on **Expand All** to show the modules within the AHS & E assessment:



You will need to read the Distance Learning Material before you can access the assessment. **Module pre-requisites not met.** will display until you have done so.

Click on **Distance learning information June 2010** to launch the material.

It will open as a PDF file in a new window. You can save it, print it out or read it on your screen. Make sure you can answer all the learning checks within the material before attempting the assessment.

Once you are happy with your knowledge you can launch the assessment.

Click on **Expand All** in the My Plan screen



Make sure you are not going to be disturbed when running the assessment.

The assessment has a 30 minute time limit and you can access the assessment twice.

Click on **Access, Health, Safety and Environment Assessment for LUCAS Card** to start the assessment.

It will open in a new window.

Follow all the instructions in the assessment.

You will be asked 16 questions; you will need to get 14 correct to achieve the required standard. You can go back and review all your answers before clicking on Submit All.

As the assessment is running over the network you may experience a screen freeze – if you wait a minute or two it will usually pick up again. The clock will also freeze when this happens so it is not using up your assessment time. The programme will take a couple of minutes to post your answers back over the network.

Once this has been done you will be shown one of two screens depending on if you met the required standard or not.

### Access, Health, Safety & Environment

Your Score: 68.75% (110 points)  
Passing Score: 87% (140 points)

#### Result:

Sorry, you did not achieve the required standard.

 You must wait a minimum of 24 hours before re-taking the assessment.  
Please take the time to read the learning material again, making sure you can answer all the learning checks.

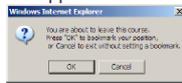
You can click the 'Review Assessment' button for a play-by-play recap of your results.

A screen like this will be displayed if you did not achieve the required standard.

Clicking on  will allow you to go through your answers to see where you need to improve your knowledge.

Once you have reviewed your answers click on  and close the browser window.

The following message will appear



Click on Cancel.

When you launch the assessment again you may see this message



Click on No

You will get a different question selection the second time you take the assessment.

### Access, Health, Safety & Environment

Your Score: 100% (160 points)  
Passing Score: 87% (140 points)

#### Result:

Congratulations, you achieved the required standard.

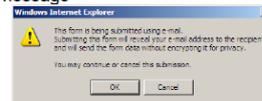
 Please click on the 'email' button to email your results to the LUCAS Team.  
After you have clicked on the button you may get a warning about the programme trying to access your email account - please click on 'Allow'.

After the LUCAS Team have received this email they will contact you for some additional information and to arrange a time for you to pick up your LUCAS card

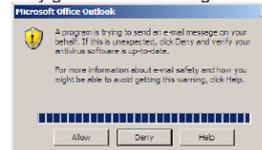
A screen like this will appear if you achieved the required standard.

Click on  to send your results to the LUCAS Team.

You will get this message



Click on OK, you may get another message



Let the progress bar finish and then click on 'Allow'.

The LUCAS Team will contact you to arrange for your photo to be taken and for you to collect your card.

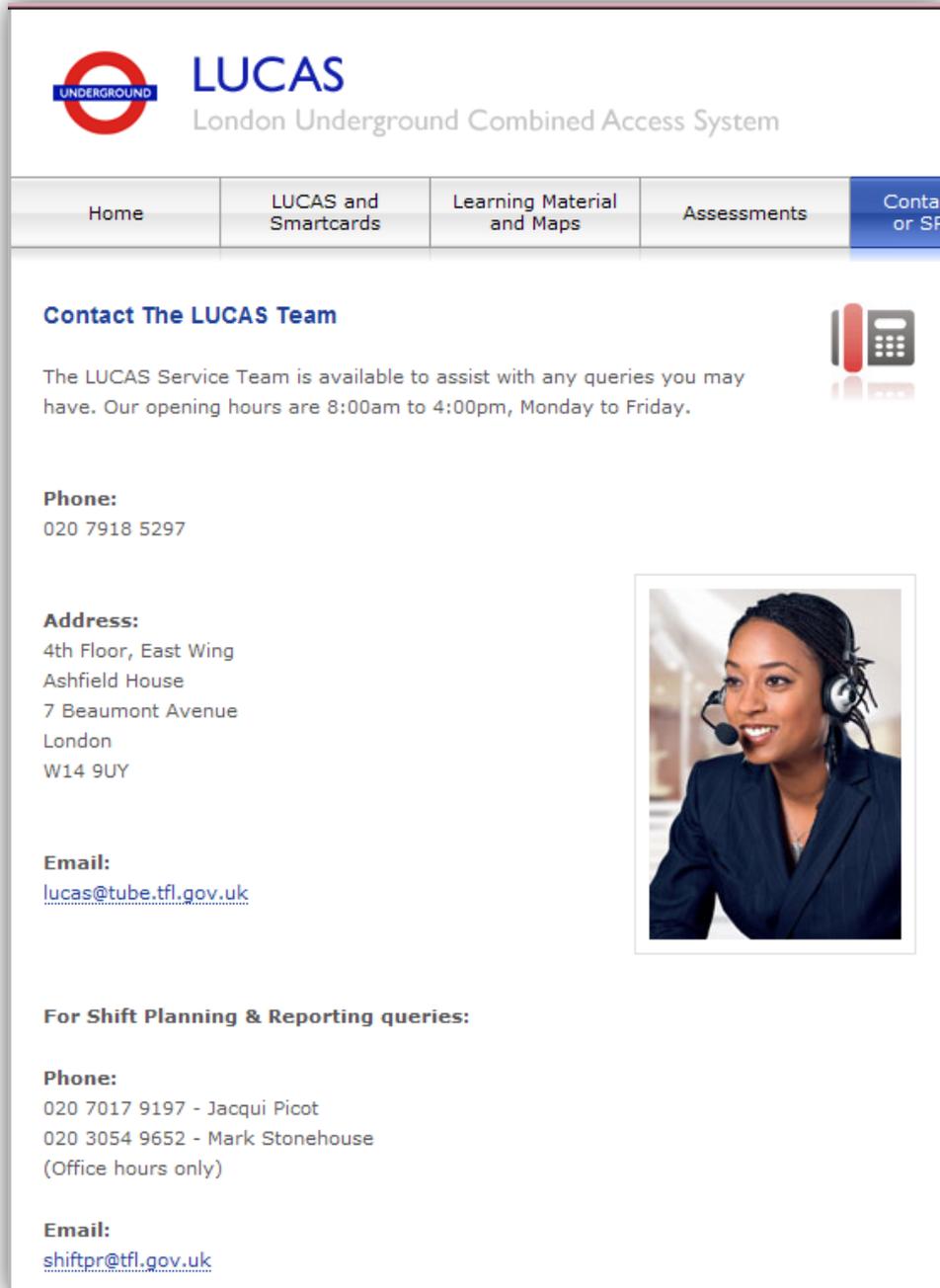
**END**

## Lost LUCAS Card

1. To obtain a replacement card, contact the LUCAS team, see details on page 8. Please note a £20 charge is applicable for lost LUCAS cards.

## Contact details for LUCAS TEAM

<https://lucas.tfl.gov.uk/Contact.aspx> (alternatively use this link, to get most recent details)



The screenshot shows the LUCAS website interface. At the top left is the London Underground logo and the text 'LUCAS London Underground Combined Access System'. A navigation menu includes 'Home', 'LUCAS and Smartcards', 'Learning Material and Maps', 'Assessments', and 'Contact or SP'. The main content area is titled 'Contact The LUCAS Team' and includes a phone icon. The text states: 'The LUCAS Service Team is available to assist with any queries you may have. Our opening hours are 8:00am to 4:00pm, Monday to Friday.' Below this, contact details are provided for general queries and for shift planning & reporting queries. A photo of a smiling woman wearing a headset is also visible.

**Phone:**  
020 7918 5297

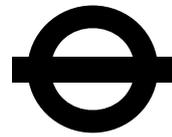
**Address:**  
4th Floor, East Wing  
Ashfield House  
7 Beaumont Avenue  
London  
W14 9UY

**Email:**  
[lucas@tube.tfl.gov.uk](mailto:lucas@tube.tfl.gov.uk)

**For Shift Planning & Reporting queries:**

**Phone:**  
020 7017 9197 - Jacqui Picot  
020 3054 9652 - Mark Stonehouse  
(Office hours only)

**Email:**  
[shiftpr@tfl.gov.uk](mailto:shiftpr@tfl.gov.uk)



## TfL Group Facilities

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### Health and Safety

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**Category** Departmental Safety Procedures

**Number** 4-21-2(4/4)

**Issue Date** 1 February 2007

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## Method Statement Evaluation

Authorised by:

Date:

Custodian:

Date:

This document is maintained, updated and controlled through the TfL Group Facilities Intranet site. Documents printed from this site and kept as a hard copy should not be considered as current when referred to at a later date without first checking that the issue number matches with that on the site.

Reference & revision no.	Date	Changes	Author
Issue 2	Feb 07	Reformatting	Don Deacy

# TfL Group Facilities Safety Management System Method Statement Evaluation

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## **TfL Group Facilities Safety Management System Method Statement Evaluation**

### **1. Purpose**

- 1.1. These Procedures form part of the TfL Group Facilities Safety Management System and are designed to support the requirements outlined in the TfL Group Facilities Departmental Standard 4-21-1 Work Access.

### **2. Scope**

- 2.1. Section 2(2) of the Health & Safety at Work etc Act requires the provision of safe systems of work. A Method Statement details the sequence of work to be carried out allowing all concerned with the work to understand what is going to happen and what precautions should be in place at each stage of the works.
- 2.2. The Work Sponsor is responsible for ensuring that a proposed Method Statement meets best practice to ensure the safety of those conducting the works and those who may be affected by it. To achieve this, the Method Statement will need to be reviewed and agreed by the Work Sponsor or his/her designated representative.
- 2.3. All those concerned with the works, to include the site management, supervisors, operatives and other contractors must be made aware of the safe working method to be followed.
- 2.4. These Procedures do not apply to specialist Method Statements such as scaffolding, asbestos removal, or working with high voltage electricity which must have professional, competent, independent evaluation with a recommendation for approval to the to the Work Sponsor.

### **3. Definitions**

- 3.1. For the purposes of these Procedures the definitions set out in TfL Group Facilities Departmental Standard 4-21-1 Work Access shall apply.

### **4. Method Statement Evaluation**

- 4.1. It is recognised that each company will conduct and present risk assessments and their subsequent Method Statements using their company format and it is not the intention of these procedures to dictate a format for writing Method Statements. The intention of these Procedures is to-
  - 4.1.1. Ensure that any TfL Group Facilities, manager evaluating a Method Statement can be confident that all the relevant safety issues are addressed.

**TfL Group Facilities Safety Management System  
Method Statement Evaluation**

- 4.1.2. Provide guidelines by which an evaluation may be made of Method Statement(s) provided for approval by TfL Group Facilities.
- 4.2. Whilst the employer of those conducting works (e.g. Project and Term Contractors) is primarily responsible for their safety and the safety of those who may be affected by the works, TfL Group Facilities also recognises that it still has a duty as the client engaging the contractor to ensure that any works conducted on its behalf are planned to be conducted safely.
- 4.3. The Work Sponsor is the TfL Group Facilities manager responsible for approving a Method Statement prior to entering documentation into the Work Access System or the issuing of a Permit to Work.
- 4.4. In instances where the Work Sponsor does not have sufficient competence to approve a Method Statement he / she will seek the appropriate level of professional competent advice.
- 4.5. The areas to be evaluated in any Method Statement presented for works conducted in a TfL Group Facilities Head Office Portfolio Building are captured in Appendix 1. This document contains the minimum issues that must be considered when evaluating Method Statements. It must however be emphasised that many specialist work activities will have many additional requirements that must be addressed prior to approval.

**5. Generic Method Statements**

- 5.1. Where a work process is continually repeated and is deemed to be of low risk to the occupants, other contractors and the fabric or the services of a building Generic Method Statements may be accepted.
- 5.2. A Generic Method Statement may only be approved by the Departmental Safety Manager and will require this approval prior to being accepted for works in any or all of the TfL Head Office Portfolio.
- 5.3. Where a Generic Method Statement has been accepted arrangements outside those employed by Departmental Safety Procedure 4-21-2 (1/4) Work Access Control may be implemented subject to agreement and parameters set by the Departmental Safety Manager.

**TfL Group Facilities Safety Management System  
Method Statement Evaluation**

**6. Responsibilities**

**6.1. Building Manager**

- 6.1.1.** Have a detailed understanding of the contents of these Procedures.
- 6.1.2.** Ensure that contractor Method Statement(s) and risk assessment(s) are evaluated and are deemed to be suitable and sufficient by a competent person prior to initiating the TfL Group Facilities Work Access System.

**6.2. Portfolio Manager**

- 6.2.1.** Have a detailed understanding of the contents of these Procedures.
- 6.2.2.** Monitor the application of these Procedures.
- 6.2.3.** Ensure that all Building Managers under his / her control comply with these Procedures and are fully aware of how to implement them.

**6.3. TfL Group Facilities Staff**

- 6.3.1.** Have a detailed understanding of the contents of these Procedures and comply with their requirements.

**6.4. TfL Group Facilities Contract Security**

- 6.4.1.** Have an understanding of the contents of these Procedures.

**6.5. Contract Manager**

- 6.5.1.** Have a detailed understanding of the contents of these Procedures and comply with their requirements.
- 6.5.2.** Ensure that all Term Contractors under his /her control are aware of these Procedures and are fully aware of how to implement them.

**6.6. Work Sponsor**

- 6.6.1.** Have a detailed understanding of the contents of these Procedures and comply with their requirements.
- 6.6.2.** Approve contractor risk assessments and method statements.
- 6.6.3.** Consult the Departmental Asbestos Register and bring to the attention of the contractor any relevant information for the area(s) they work in and works they are to conduct.
- 6.6.4.** Initiate the TfL Group Facilities Work Access System and requests for Permits to Work as required for work on their behalf no less than five working days in advance.

## **TfL Group Facilities Safety Management System Method Statement Evaluation**

### **6.7. Competent Person**

- 6.7.1. Raise Permits to Work as required.
- 6.7.2. When requested specify conditions of approval for Work Access Authorisation Requests.
- 6.7.3. When requested make recommendations to Work Sponsors for the approval of Method Statements.

### **10. Legislative Compliance**

- 10.1. The principal health and safety regulations that these Procedures comply with include:
  - The Management of Health and Safety at Work Regulations 1999
  - The Workplace (Health, Safety and Welfare) Regulations 1992
  - The Provision and Use of Work Equipment Regulations 1998
  - The Personal Protective Equipment Regulations 1992
  - The Construction (Health, Safety and Welfare) Regulations 1996

### **11. Competency**

- 11.1. All persons with responsibilities under these Procedures and associated systems shall be deemed competent through demonstration of a combination of information, instruction, training and experience.

### **12. Resources**

- 12.1. In accordance with the Corporate Health and Safety Policy Employing Managers shall make the resources available to fulfil the requirements of these Procedures and associated systems.

### **13. Document Control**

- 13.1. This document is maintained, updated and controlled through the TfL Group Facilities Intranet site. Documents printed from this site and kept as a hard copy should not be considered as current when referred to at a later date without first checking that the issue number matches with that on the site.

**TfL Group Facilities Safety Management System  
Method Statement Evaluation**

**Appendix 1 Method Statement Checklist**

**Method Statement Evaluation Check List**

Name of work to which the Method Statement applies:	
Building and location to which the Method Statement applies:	
Name of Work Sponsor conducting Method Statement Review:	
Date of method statement evaluation:	
Signed:	

Satisfactory / Unsatisfactory / Unsure      *(If unsure refer to competent person)*

Permit to Work Required      Yes / No

<b>Requirement</b>	<b>Yes / No / NA</b>	<b>Comments</b> <i>(to include any further information required to approve the method statement).</i>
--------------------	----------------------	---

***Works Details***

Project title and description of the task to be carried out.

Clear description of the area to be worked.

Proposed dates and times for works to be conducted.

**TfL Group Facilities Safety Management System  
Method Statement Evaluation**

<b>Requirement</b>	<b>Yes / No / NA</b>	<b>Comments</b> <i>(to include any further information required to approve the method statement).</i>
--------------------	----------------------	---

The name and contact details of the person responsible for this area of work is clearly identified.

The name and contact details of the person responsible for monitoring compliance with the method statement is clearly identified.

Details of how the information contained in the method statement will be briefed to the workers involved.

A detailed sequence of work containing information on the safety procedures required for the task to be carried out, as well as the management element connected with the task.

Competencies of the personnel carrying out the work to include the qualifications/training/experience.

Arrangements for:

- Safe access/egress
- Safe egress in the event of an emergency for
- Security to protect third parties
- Storage of materials
- Co-ordination of the task where various trades are involved
- Making the site safe at the end of each shift
- Making the site safe upon completion of the works

***Work Environment***

The Method Statement is specific to the work being conducted.

**TfL Group Facilities Safety Management System  
Method Statement Evaluation**

<b>Requirement</b>	<b>Yes / No / NA</b>	<b>Comments</b> <i>(to include any further information required to approve the method statement).</i>
--------------------	----------------------	---

Reference should be made to the environment the works will be conducted in and any limitations that may affect the task.

Foreseeable hazards and suitable and sufficient controls have been identified in an attached formal risk assessment.

As appropriate, assurance that building escape routes will be maintained at all times unless:

- Expressly agreed with the relevant TfL Group Facilities Building Manager in writing beforehand
- Alternate arrangements are made
- Appropriate signage displayed in the affected area

Assurance that under no circumstances will detector heads be individually masked or the building fire detection / alarm system be interfered with in any way unless sanctioned by the Building Manager.

***Equipment To Be Used***

Any personal protective equipment (P.P.E.) and safety equipment required to carry out the task.

Details on how any access equipment to be used is checked for safety and the frequency of the checks.

**TfL Group Facilities Safety Management System  
Method Statement Evaluation**

<b>Requirement</b>	<b>Yes / No / NA</b>	<b>Comments</b> <i>(to include any further information required to approve the method statement).</i>
--------------------	----------------------	---

As appropriate, adequate fire fighting equipment will be identified either utilising equipment in place or provided by the contractor and maintained on site.

All work equipment used will be suitably maintained, checked, certified and appropriate for the works to be conducted.

All contractor staff will be suitably and sufficiently trained and as appropriate certified in the equipment they will be required to use.

***Any Other Comments***



# WORK ACCESS SYSTEM USER GUIDE

## **INTRODUCTION**

This guide is designed for uses of WAS (Work Access System), a bespoke intranet web application used for the management of Work Access Requests.

Following the transfer of the Facilities Department from LUL to Group, LUL systems that were in place are no longer appropriate to new working practices. As a result of this, a need has arisen to develop a bespoke system to meet the new roles and responsibilities held by the department.

Work Access data is currently collected through a variety of methods; including Microsoft Excel, Microsoft Access and hardcopy databases. The consolidation of these systems into WAS will enable the Facilities Department to accurately and effectively prevent exposure to potential civil or criminal safety liabilities.

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## NAVIGATION AND GENERAL INFORMATION

### Log In

To enter WAS, either click on a link provided to you in an e-mail or open Internet Explorer and type in the following address: <http://LULIIS007/WAS/Default.aspx>

Enter your User Name and Password to log onto the WAS system.

### Log Off

When you are not using WAS you should log off to maintain security and to help the system run more efficiently.

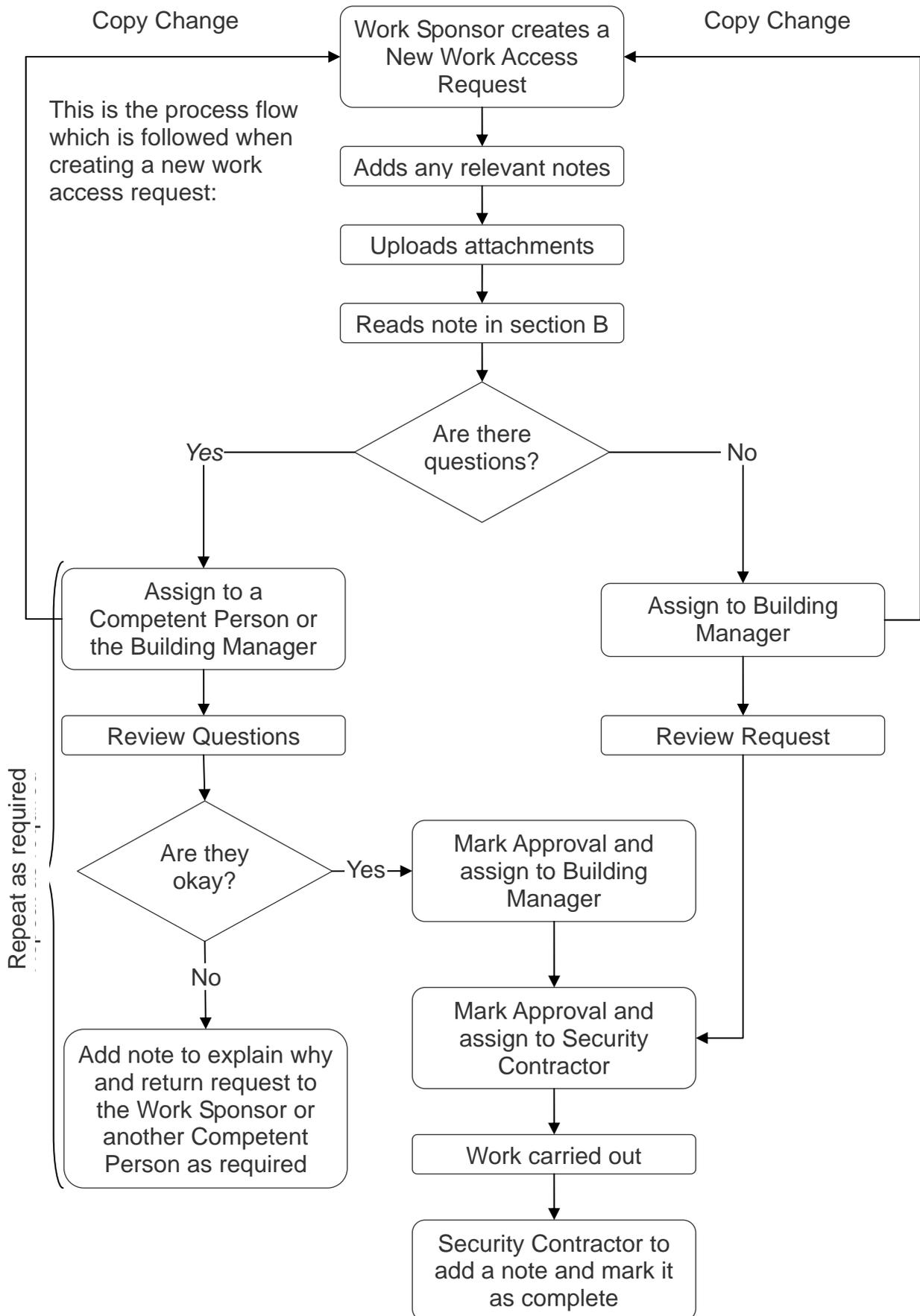
Click **Exit Application** to log off safely.

### Access Levels

There are 5 different levels of access within WAS

<b>Administrator:</b>	responsible for data and user maintenance	has access to all parts of the system	
<b>Work Sponsor:</b>	creates initial work access request		
<b>Competent Person:</b>	checks work access request and reviews any questions	automatically set up as a work sponsor as well	Sub type is set up by the administrator e.g. Safety Building Services
<b>Building Manager:</b>	can also review questions and gives final approval for access	automatically set up as a work sponsor and security contractor as well	
<b>Group Building Manager:</b>	Can view requests assigned to Building Managers for assigned Buildings	May also progress these requests.	
<b>Security Contractor:</b>	allows access to building for contractors		

## Process Flow



## Your WAS Homepage

When you open WAS you will see the following homepage:

**Transport for London** Oct 07 Dev  
Work Access System (WAS)

New Work Access Request Reports Help Exit Application

Current User :George B. Monroe Date: 22/05/2009 Access Rights: Building Manager, Work Sponsor, Security Contractor

Work Request ID:  Search

**User Processing Queue** Work Access Requests that are currently allocated to you.

View	Certificate	ID	Work Sponsor	Date Required	Work Type	Building	Status	Work Description
		9581	Brian Martin	24/05/2009	Other	Victoria TIC	Assign to Building Manager	Repair lift entrance

**Group Building Manager Processing Queue** Work Access Requests that are currently allocated to your Building Managers.

View	Certificate	ID	Work Sponsor	Date Required	Work Type	Building	Building Manager	Status	Work Description
		9580	George B. Monroe	24/05/2009	Minor Moves	Palestra	Brian Martin	Assign to Competent Person	Repair doorway

**Active Processing Queue** Work Access Requests that have been initiated by you and processed but not completed.

View	Certificate	ID	Work Sponsor	Date Required	Work Type	Building	Status	Work Description
		9580	George B. Monroe	24/05/2009	Minor Moves	Palestra	Assign to Competent Person	Repair doorway

**Archive Requests** Work Access Requests that have been initiated by you and completed or cancelled within the last 3 months.

View	Certificate	ID	Work Sponsor	Date Required	Date Closed	Work Type	Building	Status	Work Description
		9579	George B. Monroe	24/05/2009	22/05/2009	Other	Palestra	Cancel Request	Repair ceiling

Powered by **ASP.net**

There are 4 main areas to the homepage:

**User Processing Queue:** Requests which you need to deal with

**Group Building Manager Processing Queue:** Requests for Buildings for which you have Group ownership (assigned by Administrator on Building Maintenance screen).

**Active Processing Queue:** Requests you created which haven't been completed

**Archive Reports:** Requests you created which have been initiated by you and completed or cancelled within the last three months

If you are an administrator, you will see extra buttons at the top of the screen:



## Viewing Requests

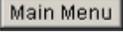
Here's an example work access request:

To view the details of a work access request, click the



icon to the left of the details on the homepage.

## **Returning to the Homepage**

Most pages within the system have a  button to return to the homepage.

## CREATING A NEW WORK ACCESS REQUEST

1. Click **New Work Access Request** on the homepage.
2. The **Reference Number**, **Date Submitted** and **Name of Work Sponsor** fields are automatically populated.
3. Enter the **Date** the access is **required** in the format dd/mm/yyyy, e.g. 11/04/2006
4. Enter the **Time** the **Work Access** is **required** for and select the relevant units (hours, days, weeks, months or years) from the drop-down box

5. Select the **Type of Work**; either **Minor Moves** or **Other**

e.g. Crate removals and relocations between buildings	e.g. Catering
Delivery of carpet tiles	Cleaning
Furniture delivery for large projects	Mechanical & Electrical
Furniture delivery for small projects	Other
Furniture reconfiguration for large projects	Security
Furniture reconfiguration for small projects	Various
General decoration	
General making good	
General Portering	
Installation of carpet tiles	
Installation of partition	
Minor ceiling works	
Other	
Removal of carpet tiles	
Removal of partition	

6. Set the **Time Restrictions**, i.e. the time when the buildings *is* available.
7. Select the **Building** from the drop-down box.

The **Building Manager**, **Alternative Building Manager**, **Group Building Manager** and **Security Contractor** fields will be populated automatically.

8. Select the specific **Area in** that **Building** which access is required to.
9. Enter a description of the **Exact Location of the Work**.
10. Select the **Company** who require access from the drop-down box.

If they are not already listed, click **Add**, enter the name and click **Save**.

Before the request may be assigned to a Competent Person or Building Manager the selected or newly added Company must be authorised by the Administrator. If the Company has not been authorised the Company status 'Awaiting Administrator Authorisation' will appear as below.

Company Name: *	New Company Ltd	Add...	Name of the Company that require access.
Company Status:	Awaiting Administrator Authorisation		

If the Administrator decides to reject the Company for any reason the message 'Company has been rejected' will be displayed as below and you will be unable to progress the request.

Company Name: *	New Company Ltd	Add...	Name of the Company that require access.
Company Status:	Company has been rejected		

If the Administrator authorises the company the Company Status 'Company is authorised' is displayed as below and the request may be progressed.

Company Name: *	New Company Ltd	Add...	Name of the Company that require access.
Company Status:	Company is authorised		

Please inform the administrator of any companies you have added and provide supporting documentation so they can authorise the company and update the rest of the fields, e.g. contact details.

*You cannot proceed with this work access request until this has happened.*

11. Enter the **Full Name**, **Contact Number** and **E-mail** of the **Person in charge of works**.
12. Ensure that the people who are due to have access to the building have been **Inducted to the Building** and have **Signed the House Rules**.

*You cannot proceed with this work access request until this has happened.*

Click the [Inducted to Building](#) and [Signed House Rules](#) hyperlinks for details on how to do this.

13. Tick "Yes/No" for engineering hours
14. Enter a **Related Project Number** if appropriate.
15. Select at least one tick box which best describe the need for access. The lists provides are based on the Type of Work selected earlier.
16. Enter a **Description of proposed work**.
17. Tick any of the **Questions** which are relevant to this work request access.
18. Review the data that has been entered.
19. Click .

## Person Access

A list of persons requiring access related to a request may be input and maintained in Section B of the request. The request may not be assigned until at least one person has been added to this list.

20. Click **Add...**
21. Enter the Person's name text (up to 255 characters)
22. Click **Save**.

## Adding Notes

Although it's possible to add a note at the stage, the notes section is really designed to be used during the approval stages.

Notes: **Add Note**

23. Click **Add Note**.
24. Enter the note text (up to 255 characters)
25. Click **Save**.

All user notes will appear on the Work Access Authorisation Certificate.

## Uploading Attachments

The Method Statement, Risk Assessment and Permit to Work (if required) should be uploaded. It's also possible to upload other documents, e.g. drawings.

**Attachments:**

**Upload Document or Attachment...**

Title:

Document Type: \* << Please Select >>

File Name: \*

Click **Browse** to select the file, smaller than 4 megabytes (MB), or type the path to the file in the box above and Click **Upload**.

26. Click .

27. Enter a **Title** for the attachment.

28. Select the **Document Type** from the drop-down box.

Document Type: \* << Please Select >>

- << Please Select >>
- Method Statement
- Risk Assessments
- Permit to Work
- Other Document

29. Click , navigate to and select the required file.

30. Click **Open**, then .

## Safety Notice

31. Read the note at the bottom of the screen

32. Tick the box to confirm you have read and understood the note,

Have you read and understand the Note in Section B?

33. Tick the box if you have uploaded any attachments

Have you uploaded all attachments, if applicable?

34. Click .

## Assigning the Request for Review and Approval

The work access request now needs to be reviewed and approved.

If any questions were selected in step 16, the request needs to be reviewed by either the Building Manager or a suitable Competent Person.

If there weren't any questions selected, the request should be passed directly to the Building Manager.

Requests can not be assigned to a Competent Person or Building Manager until the contractor has been authorised by the Administrator. The following message is displayed when attempting to submit a request for an unauthorised or rejected company.



At least 1 person requiring access to the building must be added before the request can be submitted.

### If there are questions

- The work access request can be assigned either to a Competent Person or the Building Manager for review.

**Oct 07 Dev**  
 Work Access System (WAS)

Section C: *Review and Approval*   [Add Note](#)   [Main Menu](#)

Current User: George B. Monroe      Date: 22/05/2009      Access Rights: Building Manager, Work Sponsor, Security Contractor

Select Status for Processing.

**Current Status:** Unassigned

**New Status:** Assign to Competent Person

**Building Manager:** Brian Martin

**Alternative Building Manager:** Brenda Murphy

**Security Contractor:** Sally Church

Assign to Competent Person for further review where necessary, or to the allocated Building Manager or Security Contractor for approval.

**Competent Person for review:**

**Competent Person Type:** << Please Select >>

**Competent Person:** Christine Peters

**Alternative Competent Person:** Colin Pearson

**Date Allocated:** 22/05/2009

Either:

- Select **Assign to Building Manager** and click **Submit**.

Or:

- Select **Assign to Competent Person**.
- Select a **Competent Person** from the drop-down box.

Any competent person may be selected however to select a person of the correct competency first select a **Competent Person Type** from the drop-down box. The **Competent Person** drop-down list will then be filtered showing only persons with the selected type.

The list of competent people available does not depend on the questions selected in Section A, however the suggested Competency type is given here for information:

	Question	Competent Person
<b>Minor Moves</b>	Electrical wiring required?	Departmental Safety Manager
	Fire alarm isolation required?	
	Fire alarm modification required?	
	Partition walls to be erected/moved?	
<b>Other</b>	Will the work be in an area which you know or believe to require an escort?	Building Services Manager
	Will the work be on, or have an affect on, the lifts?	Building Services Manager
	Will the building power/UPS be affected?	Building Services Manager
	Will the work affect the ventilation/air-conditioning system?	Building Services Manager
	Will the work require electrical work which will or should require electrical isolation(s)?	Building Services Manager
	Does the work create a risk of harm to the building occupants or members of the general public?	Departmental Safety Manager
	Does the work have the potential of creating dust and fumes?	Departmental Safety Manager

	Question	Competent Person
	Will the work fall under the requirements of the Construction Design Management Regulations (CDM)?	Departmental Safety Manager
	Will the work require brazing, welding or hot work?	Departmental Safety Manager
	Will the work require isolation of the Fire Alarm, Smoke Detection and/or Sprinkler systems, or have the potential of affecting them?	Departmental Safety Manager
<b>Both</b>	Method Statement attached?	Departmental Safety Manager
	Permit to Work required?	
	Risk Assessment attached?	

- An **Alternative Competent Person** may also be selected.

In the event that the primary Competent Person doesn't respond for 3 days, the request will be reassigned to the Alternative Competent Person for review.

### If there aren't any questions

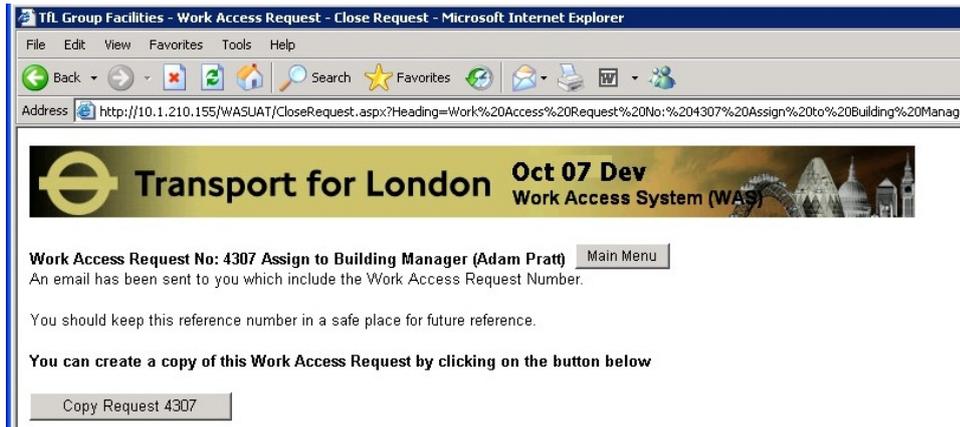
- **Assign to Building Manager** will be the only available option:



- Click **Submit**.

## Copy Request

After clicking the “Submit” button, there are two options, Main Menu or Copy Request (see below)



To make a copy of the request that has just been submitted, click the “CopyRequest XXXX” button. This will take you back to the first screen of Creating a new Work Access Request, but the details will be pre-populated from the request you have just created. These details can be changed and amended as required. The normal process flow is followed through to Submit Request.

## REVIEWING A WORK ACCESS REQUEST AS A COMPETENT PERSON

Any Work Access Requests which have been allocated to you will be listed on your homepage under the first heading, **User Processing Queue**.

If the Status is **Assign to Competent Person**, you are the first Competent Person to review this request. If the Status is **Reassign to Competent Person**, you are not.

### Review

1. Click the  icon to the left of the details on the homepage to view the details of the work access request.
2. Carefully review all the details of the work access request, paying particular attention to the *Questions to be reviewed by Competent Person...*
3. Click .
4. Read any notes which may have been entered by the Work Sponsor, another Competent Person or the Building Manager.
5. If you wish to leave a comment, e.g. an amendment to the time restrictions entered by the work sponsor, you should add an additional note.

Click , enter the note text (up to 255 characters) and click **Save**.

Remember that all user notes will appear on the Work Access Authorisation Certificate.

6. Read any attachments which have been uploaded by the Work Sponsor, another Competent Person or the Building Manager; in particular the Method Statement, Risk Assessment and Permit to Work.
7. If you wish to leave a comment about these attachments, again you should add an additional note.
8. Read the note at the bottom of the screen.
9. Tick the box to confirm you have read and understood the note,  
Have you read and understand the Note in Section B? .
10. Click .

## Reassign to Work Sponsor

If you don't think the Work Access Request should be approved, you could reassign it back to the Work Sponsor to be amended.

- Select **Reassign to Work Sponsor** from the **New Status:** drop-down box.
- Alongside **Approved?** select **No**.
- Add a **Note** to explain why you are not approving the request.
- Click **Submit**.

TfL Group Facilities - Work Access Request - Section C: Review and Approval - Microsoft Internet Explorer

Address: http://10.1.210.155/was/WARSectionC.aspx

**Transport for London** Work Access System (WAS)

Section C: Review and Approval **Add Note** **Main Menu**

Current User: Angie Gunn Date: 23/03/2006 Access Rights: Administrator, Competent Person, Work Sponsor

Select Status for Processing.

**Add Note or Comment...**

Note or Comment: \*

Note or Comment must be Max. 255 Characters.

**1** **Current Status:** [Reassign to Competent Person](#)

**New Status:**

Building Manager: Jaques Eis  
 Alternative Building Manager: Nikki Price  
 Security Contractor: Adam Pratt

Assign to Competent Person for further review where necessary, or to the allocated Building Manager or Security Contractor for approval.

**Competent Person for review:**

Competent Person:

Alternative Competent Person:

Date Allocated: 23/03/2006

**2** **Competent Person:**

Approved?:  No  Yes

Date Approved?:

Approved By:

Competent Person must Add a Note if the Work Access Request is not approved...

**Submit**

## Reassign to Competent Person

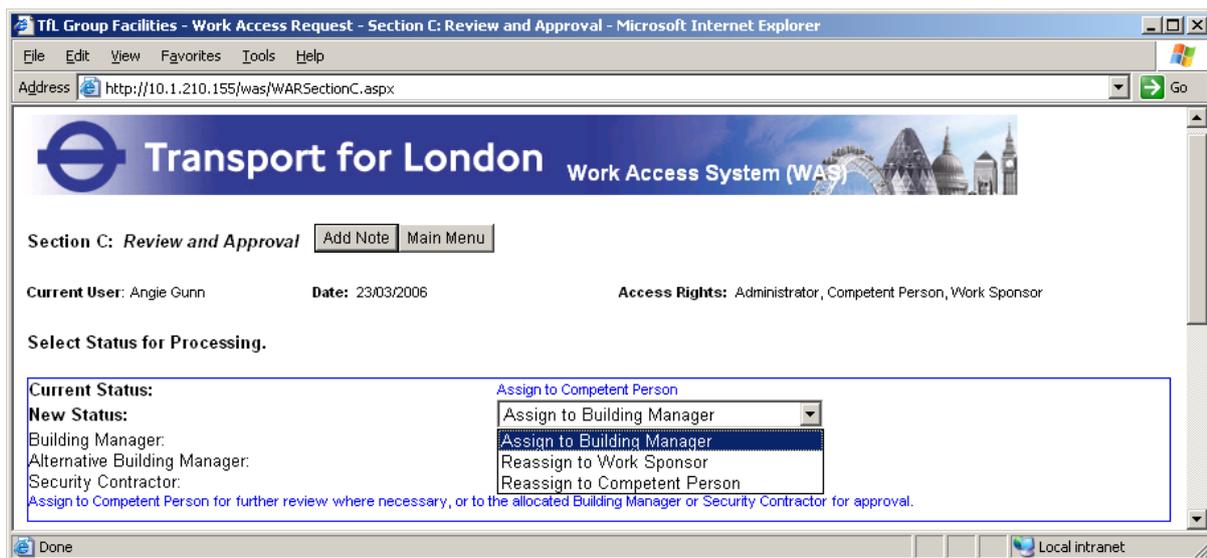
If you think another Competent Person should review the Work Access Request before it is approved, you could reassign it. This may be because you are able to confirm that some, but not all, of the questions have been dealt with appropriately. If this is the case, add a note explaining which you are happy with. If you are looking at a request where other Competent People have approved some questions and you are happy with those remaining, you can then approve the request.

This method of approval is to allow the competencies to be dealt in series rather than parallel which keeps the workflow linear.

- Select **Reassign to Competent Person** from the **New Status:** drop-down box.
- Select a **Competent Person** from the list provided.
- Select an **Alternative Competent Person** if desired.
- Alongside **Approved?** select **No**.
- Add a **Note** to explain why you are not approving the request and why you want the other Competent Person to review the request before it's approved
- Click .

## Assign to Building Manager

If you are happy to approve the Work Access Request, you should mark your approval and assign it to the Building Manager so they can review it.



- Select **Assign to Building Manager** from the **New Status:** drop-down box.
- Alongside **Approved?** select **Yes**.
- Click .

## **REVIEWING A WORK ACCESS REQUEST AS A BUILDING MANAGER (OR GROUP BUILDING MANAGER)**

As Building Manager any Work Access Requests which have been allocated to you will be listed on your homepage under the first heading, **User Processing Queue**.

As Group Building Manager any Work Access Requests which have been allocated to one of your buildings will be listed on your homepage under the heading, **Group Building Manager Processing Queue**. If necessary you may process these requests rather than the Building Manager who was allocated the request.

### **Review**

1. Click the  icon to the left of the details on the homepage to view the details of the work access request.
2. Carefully review all the details of the work access request.
3. If necessary the **Date Required** field may be amended.
4. Click .
5. Read any notes which may have been entered by the Work Sponsor and Competent Person.
6. If you wish to leave a comment, e.g. an amendment to the time restrictions entered by the work sponsor, you should add an additional note.

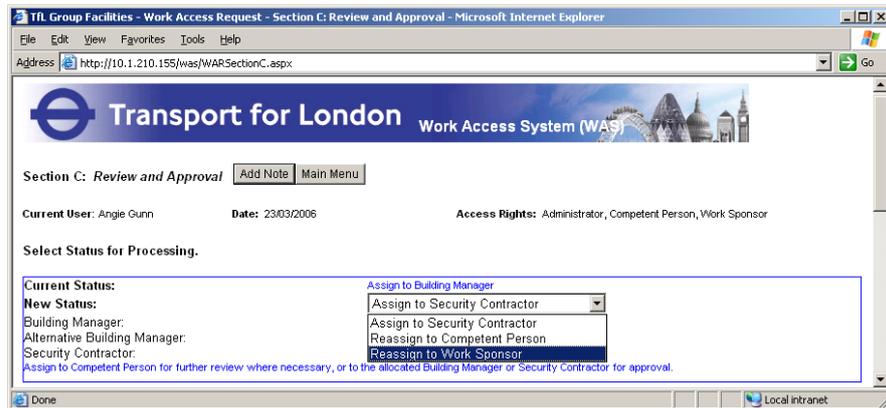
Click , enter the note text (up to 255 characters) and click **Save**.

Remember that all user notes will appear on the Work Access Authorisation Certificate.

7. Read any attachment which may have been uploaded by the Work Sponsor or Competent Person; in particular the Method Statement, Risk Assessment and Permit to Work.
8. If you wish to leave a comment about these attachments, again you should add an additional note.
9. Read the note at the bottom of the screen.
10. Tick the box to confirm you have read and understood the note,  
Have you read and understand the Note in Section B? .
11. Click .

## Reassign to Work Sponsor

If you don't think Work Access Request should be approved, you could reassign it back to the Work Sponsor to be amended.



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be

- Select **Reassign to Work Sponsor** from the **New Status:** drop-down box.
- Alongside **Approved?** select **No**.
- Add a **Note** to explain why you are not approving the request.
- Click .

## Reassign to Competent Person

If you think a Competent Person should review the Work Access Request before it is approved, you could reassign it.

- Select **Reassign to Competent Person** from the **New Status:** drop-down box.
- Select a **Competent Person** from the list provided.
- Select an **Alternative Competent Person** if desired.
- Alongside **Approved?** select **No**.
- Add a **Note** to explain why you are not approving the request and why you want the other Competent Person to review the request before it's approved
- Click .

## Assign to Security Contractor

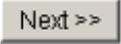
If you are happy to approve the Work Access Request, you should mark your approval and assign it to the Security Contractor.

- Select **Assign to Security Contractor** from the **New Status:** drop-down box.
- Alongside **Approved?** select **Yes**.
- Click .

## **REVIEWING A WORK ACCESS REQUEST AS A SECURITY CONTRACTOR**

Any approved Work Access Requests which related to your building will have been allocated to you and will be listed on your homepage under the first heading, **User Processing Queue**.

### **Review**

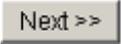
1. Click the  icon to the left of the details on the homepage to view the details of the work access request.
2. Check the details of the work access request so you know what is happening and when.
3. Click .
4. Read any notes which may have been entered by other users.
5. Click  at the top of the screen.

### **Printing Certificate**

6. Click the  icon immediately to the left of the details on the homepage to view the Work Access Authorisation Certificate.
7. Press the Print button  on the toolbar to print this out and then click File, Close to close the window.

### **Marking as Complete**

When the contractor has finished you need to mark the Work Access as complete.

8. Click the  icon to the left of the details on the homepage to view the details of the work access request.
9. Click .
10. Tick the box to confirm you have read and understood the note,  
Have you read and understand the Note in Section B? .
11. Click .

12. The **New Status:** should be set to **Closed**.

13. Tick the box next to **Work Complete?**.

TfL Group Facilities - Work Access Request - Section C: Review and Approval - Microsoft Internet Explorer

Address: http://10.1.210.155/was/WARSectionC.aspx

**Transport for London** Work Access System (WAS)

Section C: *Review and Approval* [Add Note](#) [Main Menu](#)

Current User: Jaques Els      Date: 23/03/2006      Access Rights: Administrator, Building Manager, Work Sponsor, Security Contractor

Select Status for Processing.

Current Status: [Assign to Security Contractor](#)

**New Status:**

Building Manager: Angie Gunn  
 Alternative Building Manager: Test Alt. Building Manager  
 Security Contractor: Jaques Els  
Assign to Competent Person for further review where necessary, or to the allocated Building Manager or Security Contractor for approval.

**Building Manager:**

Approved?:  No  Yes  
 Date Approved? 17/03/2006  
 Approved By: Angie Gunn  
Building Manager must Add a Note if the Work Access Request is not approved...

**Security Contractor:**

Work Completed?:  Yes  
 Date Work Completed?:  
 Signed Out By:  
Security Contractor must Add a Note/Comment.

14. You will be prompted to add a note or comment.

Enter a brief description of how the work went.

TfL Group Facilities - Work Access Request - Section C: Review and Approval - Microsoft Internet Explorer

Address: http://10.1.210.155/was/WARSectionC.aspx

**Transport for London** Work Access System (WAS)

Section C: *Review and Approval* [Add Note](#) [Main Menu](#)

Current User: Jaques Els      Date: 23/03/2006      Access Rights: Administrator, Building Manager, Work Sponsor, Security Contractor

Select Status for Processing.

**Add Note or Comment...**

Note or Comment: \*

Note or Comment must be Max. 255 Characters.

Current Status: [Assign to Security Contractor](#)

**New Status:**

Building Manager: Angie Gunn  
 Alternative Building Manager: Test Alt. Building Manager  
 Security Contractor: Jaques Els  
Assign to Competent Person for further review where necessary, or to the allocated Building Manager or Security Contractor for approval.

**Building Manager:**

Approved?:  No  Yes  
 Date Approved? 17/03/2006  
 Approved By: Angie Gunn  
Building Manager must Add a Note if the Work Access Request is not approved...

**Security Contractor:**

Work Completed?:  Yes  
 Date Work Completed?: 23/03/2006  
 Signed Out By: Jaques Els  
Security Contractor must Add a Note/Comment.

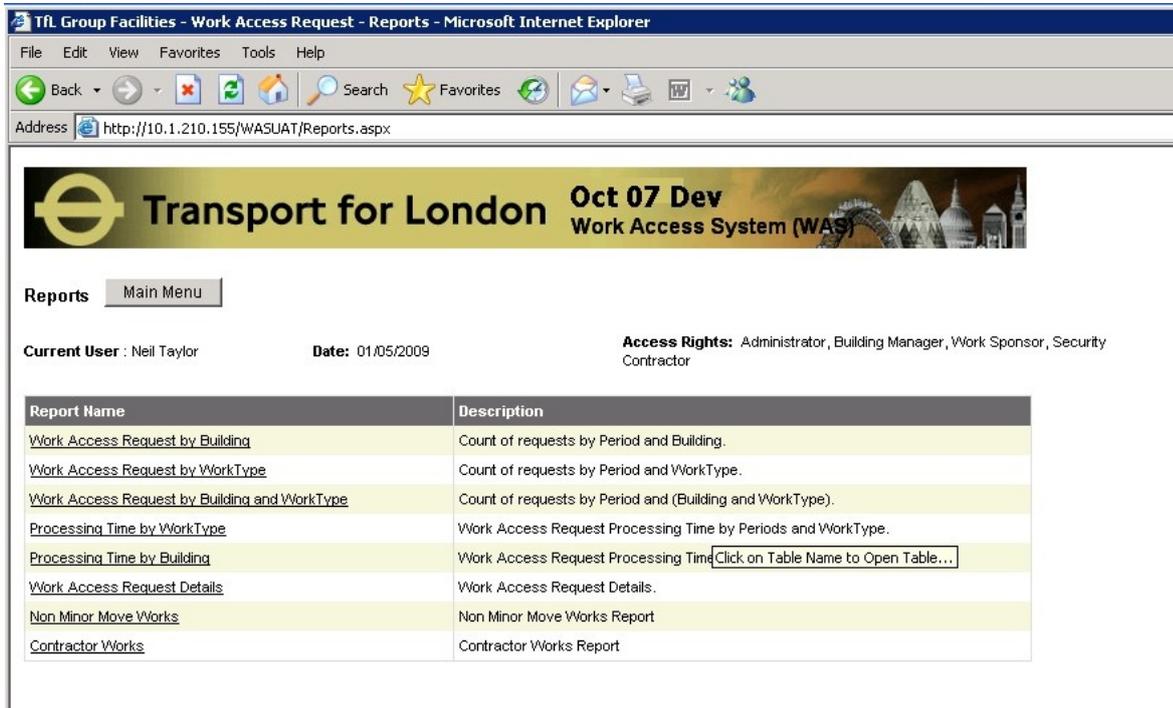
15. Click **Save**.

16. Click .

## REPORTS



Click **Reports** on the homepage to access the Reports page.



Each report is accessed by clicking on the desired name.

### Work Access Request by Building

Report Name	Description
<a href="#">Work Access Request by Building</a>	Count of requests by Period and Building.
<a href="#">Work Access Request by WorkType</a>	Count of requests by Period and WorkType.
<a href="#">Work Access Request by Building and WorkType</a>	Count of requests by Period and (Building and WorkType).
<a href="#">Processing Time by WorkType</a>	Work Access Request Processing Time by Periods and WorkType.
<a href="#">Processing Time by Building</a>	Work Access Request Processing Time by Periods and Building(s).
<a href="#">Work Access Request Details</a>	Work Access Request Details.

Period:

- Select a **Period** from the drop-down box; either **Day**, **Week**, **Month** or **Year**.
- Click **OK**.

The report shows a count of the number of requests per building during that time period, for example:

DateSubmitted	Month	Year	Week	Building	Number of Requests
March 2006	11			100 Petty France	3
March 2006	12			100 Petty France	5
March 2006	12			13 Allsop Place	8
March 2006	12			15-17 Allsop Place	3
March 2006	12			Ashfield House	2
March 2006	12			Victoria Station House	2
March 2006	13			100 Petty France	11
March 2006	13			13 Allsop Place	4
March 2006	13			15-17 Allsop Place	2
March 2006	13			Public Carriage Office	1

### Work Access Request by Work Type

DateSubmitted	Month	Year	Week	Work Type	Number of Requests
March 2006	11			Minor Moves	2
March 2006	11			Other	1
March 2006	12			Minor Moves	9
March 2006	12			Other	11
March 2006	13			Minor Moves	8
March 2006	13			Other	10

- Select a **Period** from the drop-down box; either **Day**, **Week**, **Month** or **Year**.
- Click **OK**.

The report shows a count of the number of requests of each Work Type (i.e. Minor Moves or Other) during that time period.

### Work Access Request by Building and Work Type

This is an amalgamation of the first two reports, showing a count of the number of requests per building of each Work Type during that time period.

DateSubmitted	Month	Year	Building	Work Type	Number of Requests
March 2006			100 Petty France	Minor Moves	9
March 2006			100 Petty France	Other	10
March 2006			13 Allsop Place	Minor Moves	5
March 2006			13 Allsop Place	Other	7
March 2006			15-17 Allsop Place	Minor Moves	2
March 2006			15-17 Allsop Place	Other	3
March 2006			Ashfield House	Minor Moves	1
March 2006			Ashfield House	Other	1
March 2006			Public Carriage Office	Minor Moves	1
March 2006			Victoria Station House	Minor Moves	1
March 2006			Victoria Station House	Other	1

### Processing Time by Work Type

- Select a **Work Type** from the drop-down box; either **Minor Moves** or **Other**.
- Click **OK**.

This report lists all the requests of the selected work type with details of when the request was submitted, when it was closed and how long it took to complete. The first column is a link to view the request.

WorkAccessRequestID	Work Type	Building	DateSubmitted	DateClosed	Year (s)	Month (s)	Week (s)	Day (s)
<a href="#">2</a>	Minor Moves	100 Petty France	08/03/2006 16:29:00					
<a href="#">3</a>	Minor Moves	100 Petty France	09/03/2006 09:29:00					
<a href="#">5</a>	Minor Moves	13 Allsop Place	13/03/2006 15:14:00					
<a href="#">8</a>	Minor Moves	15-17 Allsop Place	14/03/2006 09:41:00					
<a href="#">18</a>	Minor Moves	Victoria Station House	17/03/2006 11:52:00	23/03/2006 13:11:00	0	0	1	6

## Processing Time by Building

- Select a **Building** from the drop-down box.
- Click **OK**.

Building:

WorkAccessRequestID	WorkType	Building	DateSubmitted	DateClosed	Year (s)	Month (s)	Week (s)	Day (s)
18	Minor Moves	Victoria Station House	17/03/2006 11:52:00	23/03/2006 13:11:00	0	0	1	6
20	Other	Victoria Station House	17/03/2006 14:52:00					

The first column is a link to view the request.

## Work Access Request Details

- Enter the earlier date next to **Date From:** or click on the chevrons  to access a calendar and select it from there.
- Enter the later date next to **Date To:** or click on the chevrons  to access a calendar and select it from there.
- Select a **Building** and/or **Work Sponsor** and/or **Work Status** from the drop-down box. Any combination can be used.
- Click **Search**.

<u>Work Access Request Details</u>	<u>Work Access Request Details.</u>
<a href="#">Non Minor Move Works</a>	Non Minor Move Works Report
<a href="#">Contractor Works</a>	Contractor Works Report

Select By Building, Work Sponsor and Status (Optionally Select Date Range)...

**Date From:**   **Date To:**  

**Building:**

**Work Sponsor:**

**Work Status:**

## None Minor Move Works

- Enter the earlier date next to **Date From:** or click on the chevrons»» to access a calendar and select it from there
- Enter the later date next to **Date To:** or click on the chevrons»» to access a calendar and select it from there
- Select a **Building** from the drop-down box
- Click **Search**

<b>Non Minor Move Works</b>	<b>Non Minor Move Works Report</b>
<a href="#">Contractor Works</a>	Contractor Works Report

Select Date Range (Optionally Select Building)...

**Date From:**  »» **Date To:**  »»

**Building:**

<a href="#">Work Access Request Details</a>	Work Access Request Details.
<b>Non Minor Move Works</b>	<b>Non Minor Move Works Report</b>
<a href="#">Contractor Works</a>	Contractor Works Report

Select Date Range (Optionally Select Building)...

**Date From:**  »» **Date To:**  »»

**Building:**

Building Name	Other Work Type	Number of Requests
13 Allsop Place	Fabric	1
13 Allsop Place	Mechanical & Electrical	1
13 Allsop Place	Other	2
55 Broadway	Mechanical & Electrical	4
Albany House	Fabric	1
Baker Street Complex	Mechanical & Electrical	1
Blackfriars	Other	1
Broadway Complex	Cleaning	1
Buckingham Palace Road 172	Mechanical & Electrical	3
Buckingham Palace Road 200	Other	3
Cranbourn Street	Other	1
Empress State Building	Mechanical & Electrical	1
Faith Lawson House	Other	1
Griffin Rooms	Mechanical & Electrical	1
Griffith House	Mechanical & Electrical	1
LT Museum Collection Centre	Mechanical & Electrical	1
Marsh Wall Road - Innovation Centre	Other	1

## Contractor Works

- Enter the earlier date next to **Date From:** or click on the chevrons »» to access a calendar and select it from there
- Enter the later date next to **Date To:** or click on the chevrons »» to access a calendar and select it from there
- Select a **Company** from the drop-down box
- Click **Search**

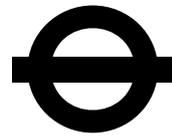
Contractor Works		Contractor Works Report				
Select Date Range (Optionally Select Company)...						
<b>Date From:</b>	<input type="text" value="dd/mm/yyyy"/>	»»	<b>Date To:</b>	<input type="text" value="dd/mm/yyyy"/>	»»	
<b>Company:</b>	<input type="text" value="&lt;&lt; All &gt;&gt;"/>					
<input type="button" value="Search"/>						
<b>Company:</b>	<input type="text" value="&lt;&lt; All &gt;&gt;"/>					
<input type="button" value="Search"/>						
View	WAR ID	Company Name	Building Name	Status	Date Submitted	ClosedDate
	1817	VoltAmp Ltd.	55 Broadway	Closed	02/01/2007 16:33:00	13/01/2007 20:48:00
	1810	STATS Ltd - Asbestos surveys	Blackfriars	Closed	02/01/2007 13:53:00	25/04/2007 18:38:00
	1803	Mitie - Cleaning Contractors	Broadway Complex	Closed	02/01/2007 10:24:00	09/01/2007 18:02:00
	1815	WJB Services Ltd	Broadway Complex	Closed	02/01/2007 15:10:00	09/01/2007 18:03:00
	1814	Lloret Controls	Buckingham Palace Road 172	Closed	02/01/2007 14:17:00	03/01/2007 10:19:00
	1802	Astra Property Services	Buckingham Palace Road 172	Closed	02/01/2007 09:48:00	08/01/2007 07:04:00
	1811	STATS Ltd - Asbestos surveys	Buckingham Palace Road 200	Closed	02/01/2007 13:57:00	25/04/2007 18:38:00
	1812	STATS Ltd - Asbestos surveys	Buckingham Palace Road 200	Closed	02/01/2007 14:00:00	25/04/2007 18:38:00
	1813	STATS Ltd - Asbestos surveys	Buckingham Palace Road 200	Closed	02/01/2007 14:03:00	25/04/2007 18:39:00
	1816	VoltAmp Ltd.	Empress State Building	Closed	02/01/2007 15:34:00	17/05/2007 12:13:00
	1808	STATS Ltd - Asbestos surveys	Marsh Wall Road - Innovation Centre	Closed	02/01/2007 13:37:00	25/04/2007 18:38:00
	1805	Mitie - Projects	Pelham Street	Closed	02/01/2007 11:40:00	24/01/2007 08:24:00
	1809	STATS Ltd - Asbestos surveys	Revenue Control Centre - Baker Street	Closed	02/01/2007 13:47:00	15/01/2007 18:07:00
	1806	WJB Services Ltd	UK House	Closed	02/01/2007 12:57:00	17/05/2007 12:13:00

## **HELP MENU**

### **Online Support**

There are 2 guides available for WAS; the User Guide (including reporting) and the Administrator Guide.

They are both available under Online Support and you may either read them on screen or print them for your own convenience



## TfL Group Facilities

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### Health and Safety

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**Category** Departmental Safety Procedures

**Number** 4-21-2(1/4)

**Issue Date** 7 January 2008

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## Work Access Control

Authorised by:

Date:

Custodian:

Date:

This document is maintained, updated and controlled through the TfL Group Facilities Intranet site. Documents printed from this site and kept as a hard copy should not be considered as current when referred to at a later date without first checking that the issue number matches with that on the site.

Reference & revision no.	Date	Changes	Author
Issue 3	Jan 08	Expansion of scope	Don Deacy

**TfL Group Facilities Safety Management System  
Work Access Control Procedures**

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# **TfL Group Facilities Safety Management System**

## **Work Access Control Procedures**

### **1. Purpose**

- 1.1. These Procedures form part of the TfL Group Facilities Safety Management System and are designed to support the requirements contained within in the TfL Group Facilities Departmental Standard 4-21-1 Work Access.

### **2. Scope**

#### **2.1. General**

- 2.1.1. These procedures shall be used to control access to TFL Group Head Offices for the following activities:

- Work by contractors.
- TfL Group Facilities residential Term Contractor work which is not routine and may create a risk to health and safety or which has the potential to disrupt the buildings services or the normal activities of the buildings occupants.
- All work which requires a Permit-to-Work as defined in Appendix 1 Permit to Work Procedures 4-21-2(3/4).
- Access to controlled areas.
- Any other activity the Building Manager judges that requires additional controls.

- 2.1.2. As directed by the TfL Group Property and Facilities Projects Safety Manager, these procedures shall be used to control access for projects on TFL Group Property directly managed premises.

#### **2.2. Exclusions**

- 2.2.1. TfL Group Facilities residential Term Contractors undertaking routine maintenance activities.

- 2.2.1. When a detailed safe system of work has been implemented for CDM projects or when custody of a premises or part of premises has been vacated and handed over to a contractor, the Building Manager may choose not to implement the requirements of this procedure for access related to those works.

- 2.2.3. Appendix 1 lists the agreed contractor activities to which these Procedures are not applied. The list is periodically reviewed to include new activities or have activities removed as a result this list should be regularly consulted. As a result this list should be regularly consulted by those with responsibilities under these Procedures to ensure that these are applied correctly.

### **3. Definitions**

**TfL Group Facilities Safety Management System  
Work Access Control Procedures**

- 3.1.** For the purposes of these Procedures the definitions set out in TfL Group Facilities Departmental Standard 4-21-1 Work Access shall apply.

**TfL Group Facilities Safety Management System  
Work Access Control Procedures**

**4. Emergency Situations**

- 4.1.** Without a Work Access Certificate issued through the Work Access System access will not be permitted to any TfL Group Facilities managed buildings. However, in emergency or other similarly exceptional circumstances if specifically authorised by the TfL Group Facilities Portfolio Manager or Building Manager, the TfL Group Facilities Security Contractor may allow entry without prior authorisation using the paper based system located in the Security Office at 55 Broadway.
- 4.2.** Hard copies of all documents will be given to the Building Manager who will retain them until such time as the documents or the information contained within them can be entered into the Work Access System by the Work Sponsor.

**5. Work Access Control Procedure Flow Chart**

- 5.1.** Appendix 2 contains a flow chart that illustrates how work access control is achieved through the use of the Work Access System.

**6. Work Access Authorisation Request Form**

- 6.1.** Appendix 3 contains the Work Access Authorisation Request Form used in emergencies for these Procedures when the Work Access System cannot be used.

**7. Work Access Authorisation Certificate**

- 7.1.** Appendix 4 contains the Work Access Authorisation Certificate used in emergencies for these Procedures when the Work Access System cannot be used.

**8. Denial of Entry**

- 8.1.** The Building or Premises Manager may withdraw a Work Access Authorisation Certificate at any time.
- 8.2.** Should a Work Access Authorisation Certificate be withdrawn by the Building Manager he / she will notify the Work Sponsor as to the reason why and an agreement will be reached as to when the works will be permitted to proceed.
- 8.3.** Without a Work Access Authorisation Certificate issued in accordance with these Procedures access will not be permitted to the premises.

**TfL Group Facilities Safety Management System  
Work Access Control Procedures**

**9. Responsibilities**

**9.1. Building Manager**

- 9.1.2.** Have a detailed understanding of the contents of these Procedures.
- 9.1.3.** Ensure conditions of approval as specified on the Work Access System are met prior to authorisation.
- 9.1.4.** Ensure that contractor method statement(s) and risk assessment(s) are in place and evaluated in order to issue a Work Access Authorisation Certificate through the Work Access System.
- 9.1.5.** Determine when a Competent Person is required to review a request for work access.
- 9.1.6.** Through the Work Access System submit directly to a designated Competent Person any work requests deemed to be high risk prior to approval of entry.
- 9.1.7.** Co-ordinate contractor activities to ensure that works conducted do not pose a risk to occupants and other contractors performing works in the building.
- 9.1.8.** Implement, control, and track information required by these Procedures.
- 9.1.9.** Designate Appointed Representatives.
- 9.1.10.** Based on risk assessments and knowledge of building occupants security needs to identify areas requiring specific controls for access.
- 9.1.11.** Maintain copies of all appropriate documentation associated with the use of a Work Access Authorisation Request Form in an emergency situation and that the appropriate information is entered into the Work Access System as soon as possible after the event.

**9.2. Portfolio Manager**

- 9.2.1.** Have a detailed understanding of the contents of these Procedures.
- 9.2.2.** Monitor the application of these Procedures.
- 9.2.3.** Ensure that all Building Managers under his / her control comply with these Procedures and are fully aware of how to implement them.

**9.3. TfL Group Facilities Staff**

- 9.3.1.** Have a detailed understanding of the contents of these Procedures and comply with their requirements.

**TfL Group Facilities Safety Management System  
Work Access Control Procedures**

**9.4. TfL Group Facilities Contract Security**

- 9.4.1.** Have an understanding of the contents of these Procedures.
- 9.4.2.** Ensure that all security clearly understand their role and the requirements of the Work Access System.
- 9.4.3.** Maintain copies of the Work Access Authorisation Request Form and the Work Access Authorisation Certificate in the Security Control Room at 55 Broadway.
- 9.4.4.** Ensure that a suitable and sufficient number of Contract Security Staff are able to fulfil the security role in the Work Access System.
- 9.4.5.** Ensure that a suitable and sufficient number of Contract Security Staff are aware of the location and how to administer the Work Access Authorisation Request Form and the Work Access Authorisation Certificate in the Security Control Room at 55 Broadway.
- 9.4.6.** Confirm with the Building Manager conditions of entry prior to issuing a Work Access Certificate in an emergency situation.

**9.5. Contract Manager**

- 9.5.1.** Have a detailed understanding of the contents of these Procedures and comply with their requirements.
- 9.5.2.** Ensure that all Term Contractors under his / her control are aware of these Procedures and are fully aware of how to implement them.

**9.6. Work Sponsor**

- 9.6.1.** Have a detailed understanding of the contents of these Procedures and comply with their requirements.
- 9.6.2.** Initiate the Work Access System.
- 9.6.3.** Evaluate contractor risk assessments and method statements.
- 9.6.4.** Consult the Departmental Asbestos Register and bring to the attention of the contractor any relevant information for the area(s) they work in and works they are to conduct.
- 9.6.5.** Monitor contractor(s) adherence to risk assessments and method statements.
- 9.6.6.** Raise and submit requests for work access no less than three working days in advance.
- 9.6.7.** Notify the Building Manager of any changes to the conditions or controls identifies to obtain a Work Access Certificate.
- 9.6.8.** Ensure all personnel receive site safety induction and have read and understood the House Rules prior to works commencing.

## **TfL Group Facilities Safety Management System Work Access Control Procedures**

### **9.7. Competent Person**

- 9.7.1.** Raise Permits to Work as required.
- 9.7.2.** When requested specify conditions of approval for work access.
- 9.7.3.** When requested make recommendations to the Building Managers for the approval of work access.

### **10. Legislative Compliance**

- 10.1.** The principal health and safety regulations that these Procedures comply with include:
  - The Management of Health and Safety at Work Regulations 1999
  - The Workplace (Health, Safety and Welfare) Regulations 1992
  - The Provision and Use of Work Equipment Regulations 1998
  - The Personal Protective Equipment Regulations 1992
  - The Construction (Health, Safety and Welfare) Regulations 1996

### **11. Competency**

- 11.1.** All persons with responsibilities under these Procedures and associated systems shall be deemed competent through demonstration of a combination of information, instruction, training and experience.

### **12. Resources**

- 12.1.** In accordance with the Corporate Health and Safety Policy Employing Managers shall make the resources available to fulfil the requirements of these Procedures and associated systems.

### **13. Document Control**

- 13.1.** This document is maintained, updated and controlled through the TfL Group Facilities Intranet site. Documents printed from this site and kept as a hard copy should not be considered as current when referred to at a later date without first checking that the issue number matches with that on the site.

**TfL Group Facilities Safety Management System  
Work Access Control Procedures**

**Appendix 1 Non-application**

***Contractor activities to which the Work Access Authorisation Requests do not apply***

When performing routine day-to-day activities within the building Work Access System will not be applied to the following-

Group Facilities 'Term' Contractors

Reprographics Engineers

Computer Equipment Engineers

Mail Room Equipment Engineers

Office Equipment Engineers

Minor Moves Projects as per Appendix 1 of the Departmental Safety Procedures 4-21-2(2/4) Minor Moves Projects Access

Catering Deliveries

A & P Couriers

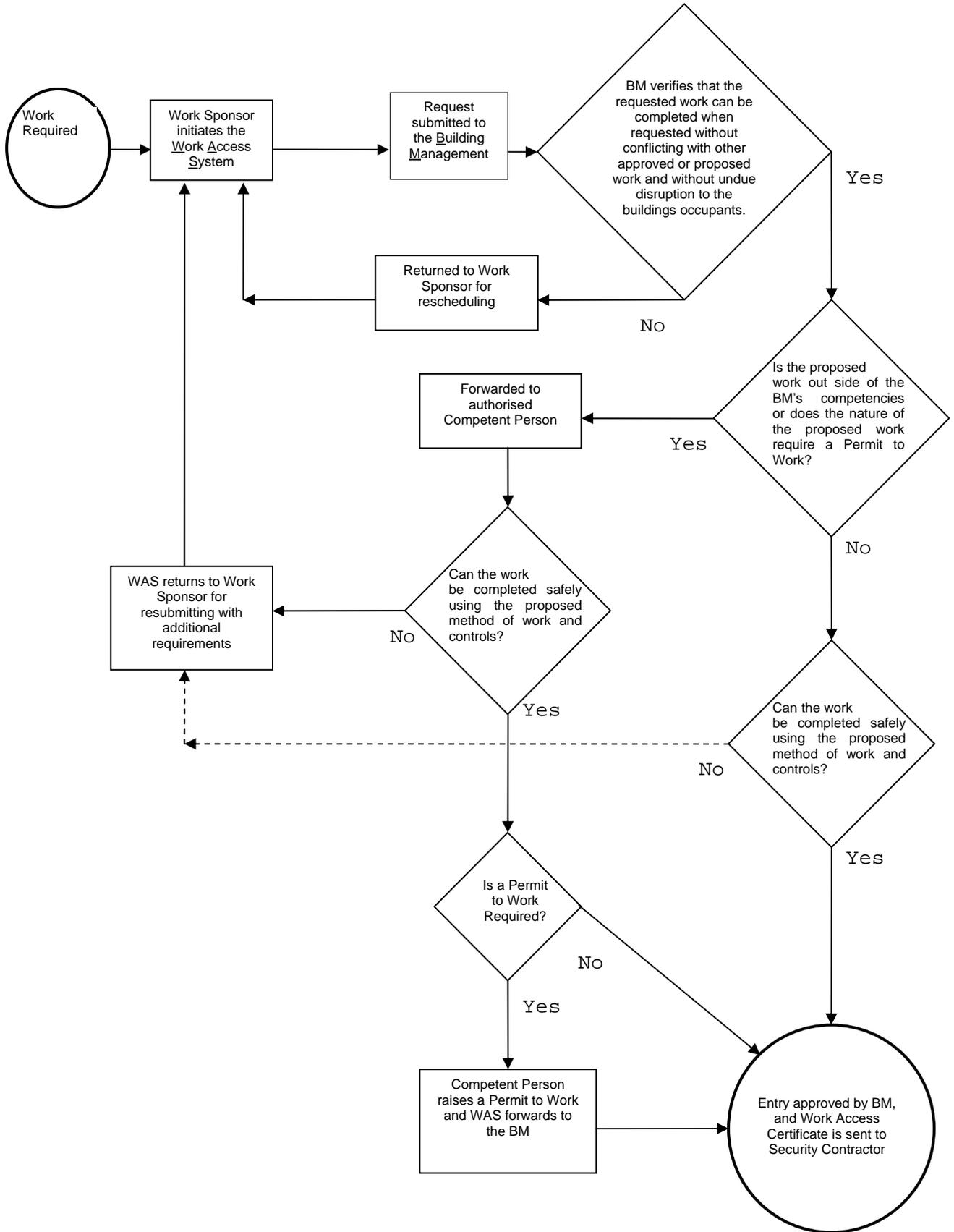
**Note**

The above activities are not an exemption from the normal access arrangements in place for each building. Unless a contractor is in possession of a valid building pass he / she will follow the normal signing in and out requirements for all TfL Group Facilities Head Office Portfolio buildings.

The final authority for all work access into the TfL Group Facilities Portfolio lies with the TfL Group Facilities Building and Portfolio Managers. As such, there are likely to be occasions where local TfL Group Facilities Building and Portfolio Managers need to make judgements based on the actual works or services proposed or their confidence in the contractor to work safely. In such instances, though an activity may be listed above, for that particular activity it may be deemed prudent to implement the Work Access System. In these instances the Work Access System will be applied where it would normally be excluded.

**TfL Group Facilities Safety Management System  
Work Access Control Procedures**

**Appendix 2 Work Access Control Procedure Flow Chart**



**TfL Group Facilities Safety Management System  
Work Access Control Procedures**

**Appendix 3 Work Access Authorisation Request Form**



<b>Work Access Authorisation Request</b>			
Reference Number:		Approved	Yes / No
Building Manager Approval (or appointed representative)		Date:	

1. Name of person requesting access for work (Work Sponsor):	
--	--

2. Dates / times Work Access is required:	
---	--

3. Location of work:	
----------------------	--

4. Personnel requiring access	Company	Inducted to building and has signed House Rules? (Yes/No)
a.		
b.		
c.		
d.		

5. Description of proposed work:

6. Risk Assessment attached?	Yes / No
7. Method Statement attached?	Yes / No

10.	Yes / No / Maybe
Will the work fall under the requirements of the Construction Design Management Regulations (CDM)?	
Will the building Power/UPS be affected?	
Will the work require brazing, welding, or hot work?	
Will the work require electrical work which will or should require electrical isolation(s)?	
Will the work affect the ventilation / air conditioning system?	
Does the work have the potential of creating dust and fumes?	
Will the work require isolation of the Fire Alarm, Smoke Detection, and/or Sprinkler systems, or have the potential of affecting them?	
Will the work be on, or have an effect on, the lifts?	
Will the work be in an area which you know or believe to require an escort?	
Does the work create a risk of harm to the building occupants or members of the general public?	

Note: Questions **not** answered 'No' require review by a Competent Person to determine appropriate controls.



**TfL Group Facilities Safety Management System  
Work Access Control Procedures**

**Appendix 4 Work Access Authorisation Certificate**

**TfL Group Facilities Safety Management System  
Work Access Control Procedures**

**Work Access Authorisation Certificate**

Reference Number:		Date access required:	
Related Project Number:		Duration of access:	
Name of Work Sponsor:		Time restrictions:	
<i>*Conditions of entry below may provide updated time restrictions</i>			

Building & Area:	
Exact location:	

Company name:	
Name of person in charge of works:	
Contact telephone number:	
No. of persons requiring access:	
House rules signed:	
Inducted to building:	

Type of work:	<i>(Circle as appropriate) Minor Move / Other</i>
Description of proposed work:	

Conditions of Approval:	



## TfL Group HSE Policy Framework

### 1. Title

Health, Safety and Environmental (HSE) Management within TfL.

### 2. Purpose

The primary objective of this policy is to set out the principles by which TfL seeks to maintain a safe and healthy environment for its employees and others who may be affected by its operations and to protect and enhance the environment both locally and globally. It is authorised by the Commissioner and approved by the TfL Board

### 3. Definitions

All definitions and abbreviations are defined within the Group HSE Management System.

### 4. Organisational scope

This policy is applicable to all TfL employees and to all those not directly employed by TfL who have an impact on TfL's health, safety and environmental performance.

### 5. Policy statement

**The TfL Board, Commissioner and Managing Directors are committed to having health, safety and environmental (HSE) performances that we can be proud of.**

By implementing this policy through HSE management systems, we shall:

#### **Plan improvements in HSE management by:**

- Complying with the spirit and the letter of HSE legislation, Approved Codes of Practice, internal HSE management systems and external HSE standards.
- Ensuring the risks to the health and safety of employees, customers, contractors and 3<sup>rd</sup> parties are systematically managed to as low as is reasonably practicable
- Ensuring the risks to the health and safety of employees, customers, contractors and 3<sup>rd</sup> parties are systematically managed to as low as is reasonably practicable.

- Setting progressive objectives and targets to improve HSE management and performance in keeping with stakeholder expectations and Mayoral strategies.
- Taking due account of HSE risks and benefits in decision-making and as an integral part of the business planning process including procurement and major projects.
- Striving to realise environmental benefits, in addition to pollution prevention, with a focus on managing emissions and mitigating the effects of, and adapting to climate change.
- Actively supporting the Mayor in delivering the environmental strategies on air quality, ambient noise, biodiversity, energy and municipal waste.

**Implement and operate effective risk control systems by:**

- Ensuring employees have the competence and resources to discharge their personal responsibilities for HSE matters and encouraging a positive HSE culture.
- Providing employees with access to services to promote health and wellbeing.
- Providing premises, plant and equipment and systems of work that contribute to a safe and healthy work place and minimise harm to the environment.
- Securing the commitment and involvement of our employees in improving HSE management through effective communication and consultation mechanisms.
- Ensuring arrangements with contractors promote and actively support the implementation of this policy.
- Planning for foreseeable emergency conditions to ensure effective risk controls and resilience arrangement are in place.

**Monitor HSE performance, taking corrective action where required by:**

- Monitoring HSE management system indicators to improve performance
- Ensuring that root causes are identified in the investigation of incidents.
- Effective auditing arrangements are in place to provide assurance and to identify and ensure appropriate corrective action where required.

**Undertake regular management reviews**

- Regularly review the suitability and effectiveness of HSE management, including this policy, and undertake improvement action where appropriate.

This policy shall be communicated to all employees and be publicly available.

## 6. Policy content

Transport for London (TfL) has a duty under law to protect its employees, customers and the environment from harm. TfL's HSE Management Systems (HSE MSs) lay down the standards and procedures that ensure that systems to comply with this duty are in place.

TfL's HSE MSs set out the manner in which TfL as an employer and as an organisation delivers on its HSE duties from a Group and from an individual business standpoint. They comprise a TfL Group HSE MS and a HSE MS for each business area – London Rail (Docklands Light Railway), London Underground Limited, Surface Transport (and its subsidiary companies) and TfL Corporate Directorates.

The existence of, and compliance with, HSE MSs that cover all of TfL's activities provides assurance up to the TfL Board that HSE is being managed in an appropriate manner.

Each Chief Officer is responsible for HSE management within their business area. The details of these responsibilities and how they are discharged are defined in each business areas HSE MS.

The TfL Group HSE MS provides the structure and framework within which the TfL group of businesses manage their health, safety and environmental risks. It sets out the strategic management arrangements and processes by which the commitments within the TfL HSE Policy statement is met and to allow all risks to be managed to a level that is 'as low as reasonably practicable'.

The structure of TfL's HSE MSs fall into five component areas:

- Policy
- Planning
- Implementation and operation
- Checking and corrective action
- Management review

### Policy

The TfL HSE Policy states our objectives and our commitment to improving HSE performance. It is authorised by the Commissioner and approved by the TfL Board. It sets out the principles of action for the organisation.

### Planning for HSE

This element of the HSE MS includes arrangements for the ongoing identification of hazards, assessment of risks and the implementation of

necessary control measures. It also includes the arrangements for the identification of applicable legal requirements and the establishment of HSE objectives and programmes for their achievement.

#### Implementation and Operation

This element requires TfL to define, document and communicate the roles and responsibilities of employees who manage, perform and verify activities which have an effect on TfL's HSE risks. It also requires HSE competence requirements to be defined and arrangements to be established for communication and consultation on HSE matters.

#### Checking and Corrective Action

This element requires TfL to maintain and monitor HSE performance on a regular basis and provide assurance to the Chief Officers, SHEC and the TfL Board.

#### Management Review

This element requires reviews of the HSE MS to ensure its continuing suitability, adequacy and effectiveness.

### **7. Standards**

This policy is implemented through the standards and procedures contained in the following Group and business area HSE Management Systems:

- TfL Group HSE Management System
- LUL HSE Management System and other related standards
- DLR H&S Management System
- Surface Transport H&S Management System and sub-ordinate modal H&S Management Systems

### **8. Procedures/Guidelines/Processes**

See section 7 (Standards) above.

### **9. Approval and amendments**

The Group HSE Policy statement was supported by the Chief Officers and the Safety, Health and Environment Committee and approved by the TfL Board in June 2004. Any amendments to the policy will have to be approved via this route.

## **10. Review**

A review of this policy will be undertaken in conjunction with regular reviews of the Group HSE Management System or whenever circumstances dictate that a review is required. This policy will be reviewed on an annual basis as a minimum. The next review is planned for July 2007.

## **11. Policy owner**

The Director of Group HSE is the designated owner of this policy.

## **12. Custodian**

The TfL Group HSE Advisor should be contacted for advice and guidance on the content and implementation of this policy.

## **13. Related policies/documentation**

None at this time.





# Equality and Inclusion Policy

Issue date: 19 January 2007  
Effective: 22 January 2007  
This supersedes any previous policy

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## Equality and Inclusion Policy

### 1. Introduction

Transport for London (TfL) understands the benefits of having a diverse workforce that reflects all of London's diverse communities. TfL values the contribution of all its employees and aims to ensure employees and applicants for employment are treated fairly, equally and with respect and dignity. TfL is committed to ensuring that these values are enshrined through its policies, strategies, processes and practices.

To address inequalities and eliminate unlawful discrimination in the workplace, TfL will not only comply with the statutory requirements but will also develop initiatives to promote equality of opportunity with the aim of having a workforce representative of London's population at all levels.

### 2. Organisational Scope

Employees of TfL, Docklands Light Railway Limited, Rail for London Limited, London Bus Services Limited, London Buses Limited, Victoria Coach Station Limited who are on TfL employment contracts (Paybands 1-5 and Directors) and those staff on predecessor organisation employment contracts where the individual has transferred to the employment of TfL.

TfL will ensure that employers of anyone engaged through a third party are made aware of this document and ensure that their employees observe it when engaged in TfL work or on TfL property.

### 3. Policy Statement

TfL aims to ensure equal and fair treatment without unlawful discrimination in relation to age, disability, nationality, ethnic or national origin, sex, race, religious or cultural belief, sexual orientation or transgendered status.

TfL is committed to working in partnership with external and internal parties to drive forward a strategy to achieve equality of opportunity and eliminate unfair discrimination within the business.

### 4. Requirements

TfL aims to promote equality by recruiting, retaining and developing its workforce based solely on their abilities to undertake their duties and responsibilities. TfL will promote and communicate this document to all employees, temporary staff, agents, contractors, consultants and job applicants. In order to ensure that all managers and employees are aware of their responsibilities around equality, TfL will provide all employees with support and equality related training and development.



TfL will undertake an equality impact assessment (EqIA) on all employment policies and other projects as prioritised in the Race Equality and other equality schemes as they are developed. The purpose of the EqIA is to ensure that TfL meets its obligations to eliminate discrimination in the workplace, in service delivery and to promote equality of opportunity between groups of people. This is done through completing an assessment and identifying actions to minimise any adverse impact on any equality target group.

TfL will develop positive action initiatives to support the proportion of under-represented groups employed at all levels of the organisation. TfL will continue to set employment equality targets to work towards the workforce aspiration of reflecting the London communities we serve. Progress in achieving targets will be monitored on a periodic basis and reviewed bi-annually.

## **Responsibilities**

### **All employees:**

- To display and encourage in others a behaviour that contributes to an environment where everyone is treated fairly, equally and with dignity and respect
- To ensure that their behaviour at work does not discriminate against or harass others
- To comply with this document. Any employee who fails to do so may be subject to TfL's Discipline at Work Procedure, which may result in summary dismissal
- Should attend TfL's Training Programme on Equality and Inclusion

### **All managers and employees with leadership or supervisory roles shall:**

- Be aware of and avoid potential situations which may cause harassment or discrimination
- Promote equality in the workplace, acting as role models
- Not tolerate unlawful discrimination in any form, from any employee or a third party who can affect an employee in their work
- Ensure local practices and procedures comply with this document to ensure that they do not cause unequal treatment
- Ensure that employees are not victimised or treated less favourably at work and, in particular, by reason of any involvement in a complaint of discrimination or harassment
- Implement reasonable adjustments in cases where employees are unable to undertake the full range of activities in their current employment due to a disability
- Demonstrate as an integral element of their professional development that they have undertaken and will continue to undertake, equality training



- Ensure that anyone within their area of responsibility is suitably trained
- Ensure that the requirements outlined in this document are acted on and adhered to in their areas of responsibility and that appropriate, fair and consistent action is speedily taken to deal with any failure to conform to them
- Attend TfL's training programme on Equality and Inclusion and encourage their team to attend

## **TfL Group Employee Relations and HR Policy and Group Equality and Inclusion shall:**

- Develop company policies to eliminate inequality
- Review and monitor the implementation and effectiveness of this document

### **5. Support & Advice**

Support and advice can be obtained through speaking to your manager or contacting HR Services.

### **6. Ownership and Review**

TfL Group Employee Relations and HR Policy/Group Equality and Inclusion.

### **7. Related documents**

Employees are encouraged to look at this document in conjunction with:

Harassment and Bullying Policy

Discipline At Work Policy

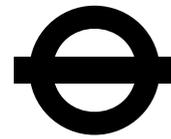
Grievance Policy

Disability Discrimination

Religious Belief

HIV and Aids

Worklife Balance Policy



# Electronic Communications (Including Email and Internet) and Equipment Usage Policy

Issue date: 18 May 2007

Effective: 21 May 2007

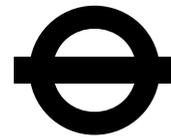
Updated: 4 February 2008

This supersedes any previous policies

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## **Electronic Communications (Including Email and Internet) and Equipment Usage Policy**

### **1. Introduction**

Transport for London (TfL) aims to provide electronic communications technology and equipment which will enable employees to perform their roles to the highest standards. This will contribute to the operational success of the business and the achievement of its vision and objectives. Electronic mail (email), TfL Intranet (Source) and the Internet are essential business tools which employees must use effectively and appropriately.

### **2. Organisational Scope**

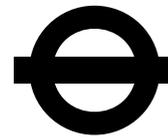
Employees of TfL, Docklands Light Railway Limited, Rail for London Limited, London Bus Services Limited, London Buses Limited, Victoria Coach Station Limited who are on TfL employment contracts (Paybands 1-5 and Directors) and those staff on predecessor organisation employment contracts where the individual has transferred to the employment of TfL.

### **3. Policy Statement**

TfL's main purpose in providing facilities for email, internet and electronic communications is to support its business activities. This policy sets standards so that employees understand how email, Source, the Internet and all other electronic and communications equipment should be used. It complies with current legislation and alerts employees to the need to be aware that breaches of this policy may lead to disciplinary action being taken against them. Where such breaches are deemed to be gross misconduct, disciplinary action may result in dismissal.

### **4. Requirements**

- 4.1 All information and communications (ICT) equipment, in whatever form, relating to TfL's business activities and all information handled by TfL relating to other organisations with which it deals is subject to this policy.
- 4.2 TfL's ICT resources include the following: any computer (including laptops issued for off-site use), mobile and handheld devices (e.g. Blackberries, PDAs, XDAs etc), server or network equipment and any telephone handset, switchboard or voice network provided or supported by TfL. It also includes any data stored, processed or transmitted on such networks and data/programs stored on TfL's computer systems or



on magnetic or optical storage media that is owned and/or maintained by TfL.

- 4.3 This extends to an employee's own, or a third parties, computer equipment, when employees are working on the Company's business away from TfL's premises, or using such equipment on its premises.
- 4.4 TfL reserves the right to monitor and/or record individual use of ICT facilities for legitimate purposes to protect against misuse and to ensure system and operational efficiency and integrity. It reserves the right to access individual accounts in circumstances where it has a reasonable belief that there has been a breach of this policy.
- 4.5 Employees should therefore have no expectation of privacy whilst using ICT facilities, including using company equipment for the purposes of communicating via email or in accessing or passing on information obtained through the Internet. Copies of emails may be disclosed to third parties for legal reasons which may include, amongst others, requests made under the Data Protection Act and/or the Freedom of Information Act or in connection with a Court or Tribunal orders for disclosure.
- 4.6 TfL reserves the right to temporarily or permanently limit, withdraw or restrict the use of, or access to, any ICT facilities if they are used in a way that contravenes this policy.
- 4.7 Any information created in the course of employment at TfL becomes the property of TfL and may not be used for any other purpose unless approved by the employee's manager. It is the responsibility of employees to ensure that any such work is managed in accordance with TfL's policies and procedures.
- 4.8 Employees must take all reasonable steps to safeguard the security of ICT systems and the information contained upon them. This includes not allowing unauthorised users access to ICT systems and protecting them from physical damage. They must only access ICT facilities, including email and the Internet via their personal user account and not use or attempt to use another users' account

## **5. Responsibilities**

### **5.1 All employees:**

- must ensure that they do not download, create or transmit material that is abusive or threatening to others or might be regarded as offensive on the basis of personal characteristics such as race, sex, colour, religion, nationality, gender, disability, sexual orientation or age. Where such material is received or stored on personal equipment and brought into the workplace, employees must not show, print, forward or transfer such material on to TfL equipment whilst on TfL premises
- must report it to their manager immediately if any such material is accessed accidentally
- must normally use these facilities for business purposes only