

Health & Safety Guide

Safety Information & Site Instructions for Contractors

This information is intended to introduce you to health and safety at MRC Harwell. Contractors are an integral part of our site personnel. It is therefore important to us that you are aware of how we provide for your safety and what is expected of you in return.

Legislation

Health and Safety at Work Act 1974 (HASAWA 1974). Take note of:

Section 2

‘It shall be the duty of every employer to ensure, so far as reasonably practicable, the health, safety and welfare at work of all his employees.’

Section 3 - Duty of Employers

- To ensure, so far as reasonably practicable, that persons not in their employment who may be affected thereby, are not exposed to risks to their health and safety, e.g. contractors

Section 7 - Duty of Employees

- To take reasonable care of the health and safety of yourself and others
- To cooperate with your employer
- Not to interfere or misuse anything provided for the purposes of health and safety.

Fire

- The fire alarm is a continuous bell in most MRC buildings
- In animal areas the fire alarm is a warbling tone
- Each Unit has a fire assembly point currently located in the centre of the site adjacent to the MLC and the car park (See Figure 1)

If you discover a fire:

- Raise the alarm by pressing the red fire alarm call box or calling security on ext. 1261

On hearing the fire alarm sound:

- Make your work safe
- Leave the area immediately without stopping to collect anything
- Move promptly but do not run, close windows and doors as you leave if safe to do so
- Leave the area by the nearest exit
- Proceed to the fire assembly points
- On arrival at the assembly point check for the presence of colleagues and report any absences to a building warden or senior member of staff. (In Hi-Viz jackets)
- Remain at the assembly point until instructed otherwise by the incident Controller (orange Hi-Viz).

Permits to Work

Access is prohibited to any designated Radiation Areas without a valid Permit to Work issued by the Health & Safety Department. (Rm 16, building 383)

Lone Working

Lone working is not permitted. Any out of hours work must be approved prior to commencement. Contractors must be provided with a radio via (E&E) to ensure that they are in direct contact with Security. Contractors must be provided with the 'on call' engineers mobile number as well as the onsite project manager. Contractors working outside of core hours 8am—5pm must provide their own first aid resources.

Useful Contacts

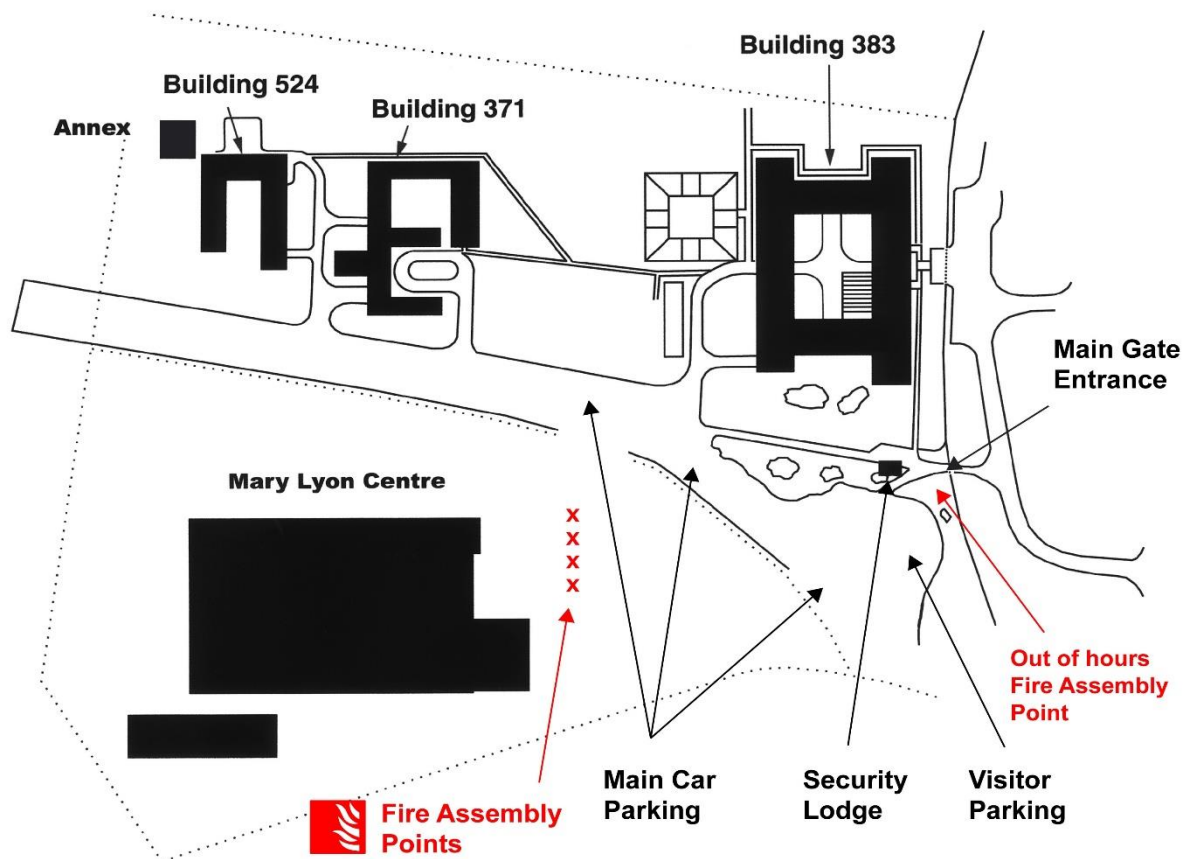
Ade Elsley - Head of Engineering & Estates, Ext 1003

Phil Ashworth - Chief Engineer, Ext 1036

Ali Miller - Facilities Support Manager, Ext 1105

Loraine Harris - Deputy Head of Health & Safety, Ext 1271 or Ext 1400

Security Ext - 1261 or 1260



Site Emergency

Initiated by Magnox due to incident on their sites which may involve radioactive/toxic materials being released.

Alarm-intermittent klaxon.

ACTION: If outside, get into nearest main building and await instructions from the

building warden and radiation monitoring.
The all clear is a continuous note on the klaxon lasting 1 minute.

First Aid (during core working hours—8am—5pm)

In an Emergency:

- Call Security (1261)
- First give your name, telephone number, your location, the nature of the incident and any other relevant information
- Comfort but do not move casualty until help arrives

Accidents

All accidents and incidents must be reported to:

- Your Contract Supervisor/Contact Person
- Health and Safety Department (Rm 16 building 383)

All accidents and incidents will be appropriately investigated.

Safety Signs

Blue signs are mandatory Yellow signs are warnings

Red-Prohibitive

& also for FIRE

Green signs indicate
safe conditions

Risk Assessments

All work here at MRC Harwell is governed by Risk Assessments. Contractors' risk assessment and method statement must be agreed in advance with the MRC supervisor. Any work encountered not covered by the risk assessment should first be discussed and agreed with the MRC supervisor & must be included in the risk assessment & signed off by all those involved in the process.

ALL APPROPRIATE PPE MUST BE WORN AS PER YOUR RISK ASSESSMENT

General Site Instructions

All work in occupied areas should be carried out to cause minimum disruption or nuisance to the occupiers.

Smoking

Smoking is not permitted within any building on site or outside buildings where there are 'No Smoking' or 'Highly Flammable' signs. Smoking is permitted outside within designated smoking shelters provided.

Security

MRC Harwell is a secure site. Temporary identification badges should be worn at all times on site and returned to security on leaving. The speed limit on site is 15 mph. Contractors on site are deemed visitors to a host who is an MRC employee.

Vehicles must not be left onsite overnight without prior approval. Hand-held mobile phones must not be used whilst driving on site. The Medical Research Council accepts no responsibility for the security of the contractor's vehicles, plant, tools and materials etc. No equipment is to be left on site without the MRC's expressed permission.

Radios/Mobile Phones/Cameras

Radios and portable players are not to be used within the buildings and grounds of the MRC. Mobile phones are only permitted in non-animal areas and the use of cameras are not permitted on site.

Site Facilities

The use of site toilet facilities will be permitted at the discretion of the host. The use of site canteen facilities will be permitted at the discretion of the host. Work wear is not permitted in canteen areas.

Damage to Property

The contractor shall take all precautions necessary to ensure no damage is caused to fittings, equipment, fixtures, utilities etc. or to grounds in the vicinity of the works. In the event of any damage caused, he will be required to make good at his expense, to the satisfaction of the contract supervising officer.

Waste disposal

All wastes, debris etc. shall be cleared from the site as it accumulates, unless otherwise instructed by your host. Burning of waste on the site is forbidden. All waste disposal must conform with relevant environmental legislation.

Asbestos

All work involving the handling, removal or disposal of asbestos or asbestos based products and materials shall only be carried out by fully licensed asbestos contractors in compliance to the Control of Asbestos Regulations 2006.

Tools ,Plant, Equipment etc.

All tools, plant, equipment etc. necessary for the work must be supplied and maintained by the contractor and must comply The Provision and Use of Work Equipment Regulations 1998. The use of items belonging to the MRC is forbidden. All scaffolding, guard rails, temporary fencing, hoists, lifting equipment etc. will be the responsibility of the Contractor and must conform to the relevant safety codes. All ladders must be maintained in a good condition and carry a clear identification of ownership.

Electrical Power Tools

All electrically powered tools, plant, hand lamps etc. shall be clearly labelled with a current test certificate. Equipment used outside an equipotential bonded zone must be arranged for 110 volt working. The contractor will provide suitable step down transformers for connection to the site electrical system.

Mary Lyon Centre: Restrictions & Entry Procedures



Restrictions and
Entry Procedures to M