



**Safety, Health and Environmental
Essentials for Contractors
Working at the
Rutherford Appleton Laboratory**





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Introduction

This booklet applies to all contractors who carry out work on STFC's Rutherford Appleton Laboratory (RAL) site. The extent of its application will depend on the nature of the contracted work.

These requirements form part of STFC's Safety, Health and Environment (SHE) management arrangements, which all contractors are required to adhere to whilst working at RAL.

They are in addition to the general requirement for contractors to comply with all applicable safety, health and environmental legislation and STFC SHE codes.

<https://www.she.stfc.ac.uk/Pages/home.aspx>

a) Contracting Supervising Officer (CSO) / Key Contacts

The CSO is the STFC representative responsible for the day-to-day management of the contract and for ensuring that the contracted works are carried out on site in accordance with contract conditions and with agreed controls for shared risks

b) Main Contractor

Main (Principal) Contractors are responsible for providing relevant information as required for all activities undertaken on STFC premises. This includes but is not limited to; Insurance Verification, Risk Assessment/Method Statement (RAMS), training, evidence, inspection certificates and verification of Occupational Health Surveillance where applicable.

c) Sub-Contractors

Main Contractors are responsible for ensuring that all sub-contractors they employ on site comply with their relevant legal and contractual duties, STFC SHE codes and the additional requirements contained in this document.

Sub-contractors may not further subcontract out any part of their work on site without prior agreement between the CSO and main (principal) contractor.

d) Construction Work

All work on site which is classified as "*construction work*" under the Construction (Design and Management) Regulations 2015 is subject to STFC's separate management arrangements for such work.

This booklet contains general requirements applicable to all contractors working at RAL. It does not provide the specific duties and requirements that apply to construction-related contractors.

1 Before Work Starts

The scope of the work should be clearly defined in advance along with the main SHE implications. Any doubts or uncertainties should be clarified with the CSO.

Contractors must ensure that they have a valid **Risk Assessment / Method Statement (RAMS)** a valid copy of insurance, and verification of training, in addition DBS & BPSS clearance may be required as per table below, inspection certificates as required for all works to be undertaken.

	DBS	BPSS - Level A
Contractors	As required from task Risk Assessment(s)	Mandatory
Vinci (all contractors)	Mandatory	Mandatory

This must be reviewed and agreed with the CSO **before work starts** to ensure that it adequately covers:

- the health and safety risks of the contracted work to Contracting Staff, STFC staff, visitors and other third parties on site;
- the health and safety risks to contractors from STFC's operations and any contractual or other constraints imposed by STFC;
- the measures needed to control the identified risks (including any safe systems of work, method statements, permits/authorisations etc.);
- the arrangements for checking the control measures are working in practice;
- the process for identifying, evaluating and controlling other risks that arise during the works, for example environmental risks, and
- security and child safety/vulnerable adult clearance as appropriate

All contracted and sub-contracted personnel must have an appropriate site induction undertaken or arranged by their CSO before they are permitted to work on site.

A '**Permit to proceed**' will be required for all activities undertaken and potentially a specific permit covering

- Electrical
- Confined Space
- Work at Height
- Crane Isolation
- Radiation
- Hot Work (including fire detector isolation)

Please check with your CSO.

2 Security & General Site Access

On the first day all contractors and sub-contractors must report to the main reception (building R75), who will arrange site access with the CSO, including security passes.

Security passes & company ID must be worn visibly at all times when on site.



To contact RAL Security (general enquiries) call x5545 from any site phone or 01235 445545 from a mobile.

Minimum Standards



Permit to Proceed



Head Protection
(where applicable)



Eye Protection



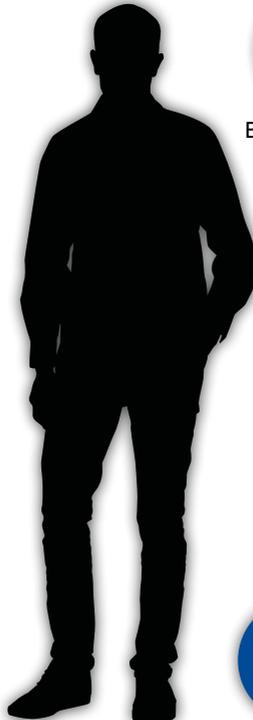
High Vis Vest



Hand Protection



Site Pass



Foot Protection

3 Fire Safety



Contractors are responsible for taking all necessary precautions to prevent any risk of fire or explosion associated with their work. This includes the storage, use and disposal of flammable materials and ensuring ignition sources are eliminated or properly controlled.

Where contractors are unable to put adequate precautions in place they must not proceed with the work until they have agreed a way forward with their CSO, and as appropriate the RAL Fire Safety Adviser.

All hot work undertaken by contractors has to be carried out in accordance with a written permit-to-work, which is issued by a STFC Hot Work Permit Issuer. **No hot work** may be carried out on site without this authorisation.

Contractors **must not** adjust, disable, tamper, remove, block or interfere in any other way with any physical fire safety systems; for example call points, fire doors, smoke detectors etc.

All work that could affect the physical fire safety systems or the emergency evacuation of building occupants must be **agreed in advance** with the CSO, so that appropriate temporary measures are taken. This includes any works which:

- are likely to produce heat, dust or fumes;
- will restrict or block fire escape routes and exits;
- require the wedging open of fire doors;
- involve breaking a building's fire compartmentation; or
- affect the operation of the fire detection and alarm systems.

Contractors are responsible for ensuring that their works **do not generate false fire alarms**. The temporary disablement of automatic fire detectors must be arranged in advance through the **RAL Estates Helpdesk**. Fire detectors **must not be capped** or covered without having the detection system isolated.

Fire hydrants **must not be** used as a water supply unless they have **written permission** from the RAL Fire Safety Adviser.

Contractors must make themselves **aware of and follow** the fire and emergency evacuation arrangements in operation. This includes identifying their main and backup emergency escape routes from the areas where they are working.

Fire Action

If you discover a fire:



Operate the nearest manual call point and alert colleagues - shout "Fire! Fire!"



Call Security on x2222 (01235 778888 from a mobile) giving location and type of fire



Fight the fire with the correct type of extinguisher IF trained and it is safe to do so



Leave the building by the nearest available exit



Go to the assembly point for the building

If you hear the fire alarm:



Leave the building by the nearest available exit



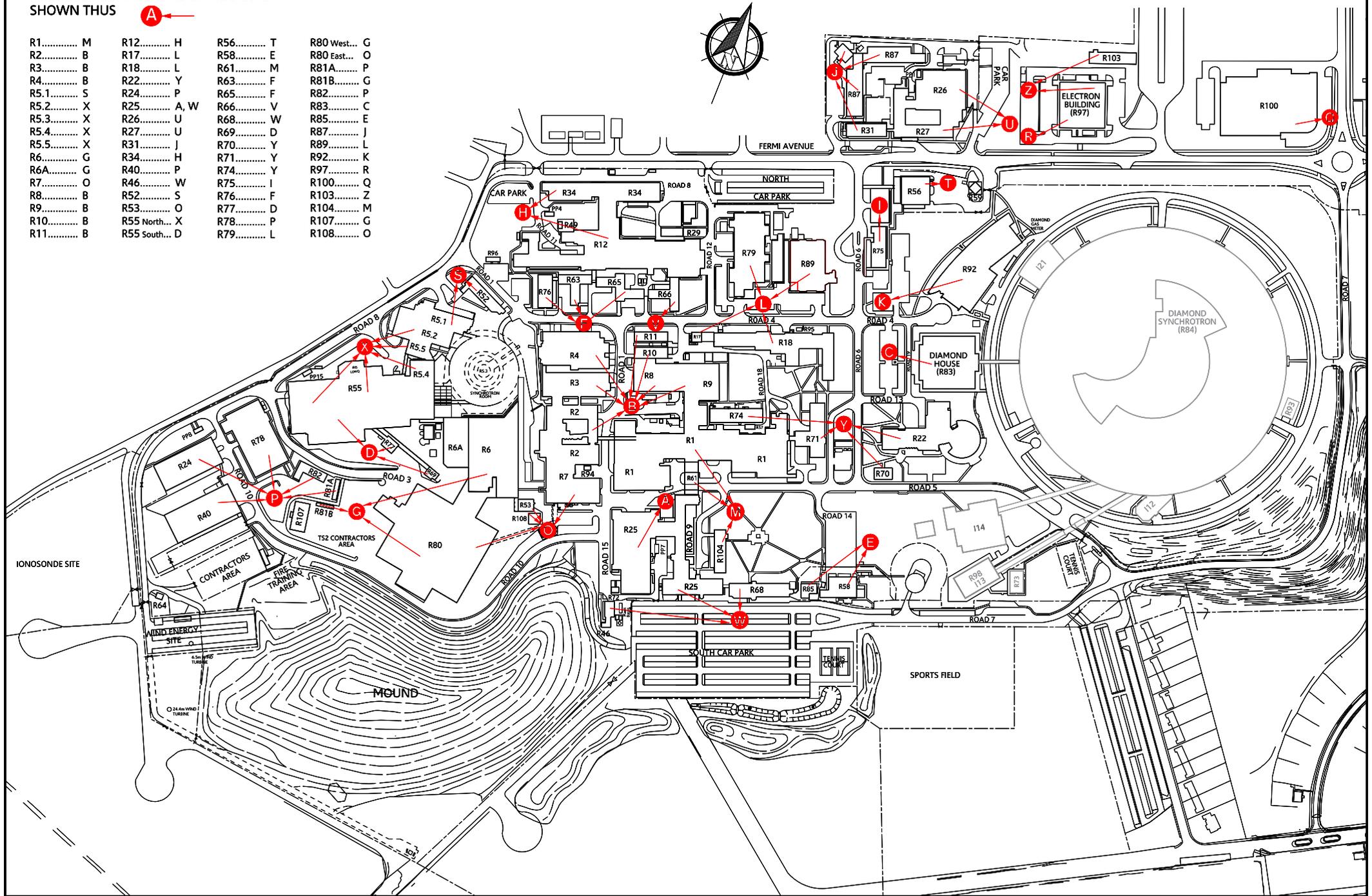
Go to the assembly point for the building & await further instruction

FIRE ASSEMBLY AREAS

FIRE ASSEMBLY AREAS AS OF AUG 2015
SHOWN THUS



R1..... M	R12..... H	R56..... T	R80 West... G
R2..... B	R17..... L	R58..... E	R80 East... O
R3..... B	R18..... L	R61..... M	R81A..... P
R4..... B	R22..... Y	R63..... F	R81B..... G
R5.1..... S	R24..... P	R65..... F	R82..... P
R5.2..... X	R25..... A, W	R66..... V	R83..... C
R5.3..... X	R26..... U	R68..... W	R85..... E
R5.4..... X	R27..... U	R69..... D	R87..... J
R5.5..... X	R31..... J	R70..... Y	R89..... L
R6..... G	R34..... H	R71..... Y	R92..... K
R6A..... C	R40..... P	R74..... Y	R97..... R
R7..... O	R46..... W	R75..... I	R100..... Q
R8..... B	R52..... S	R76..... F	R103..... Z
R9..... B	R53..... O	R77..... D	R104..... M
R10..... B	R55 North... X	R78..... P	R107..... G
R11..... B	R55 South... D	R79..... L	R108..... O





4 Accidents and Injuries

First Aid

Minor Injuries

- Contact the local STFC first aider identified by your CSO

The details of STFC first aiders are posted by building entrances and on area notice boards. You can also ask any member of STFC staff to help you locate a first aider.

Serious Injuries / Incidents / Medical Emergencies

- Call Security on x2222 (01235 778888 from a mobile). They will provide immediate assistance and First Aid including calling for an ambulance if one is required;
- Tell Security if an ambulance has already been called from the scene, so they can be ready for its arrival; and
- Do what you can to make the casualty safe until help arrives, without putting yourself at risk.

Accident Reporting

Contractors must ensure that all injuries or near misses they have on site, however minor, are reported without delay to STFC through their CSO. In some circumstances the CSO may arrange for the contractor to submit reports directly via STFC's online incident reporting system.

In all cases contractors retain responsibility for fulfilling their legal duties under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). **STFC will not submit RIDDOR reports on their behalf.**

For details about RIDDOR see: <http://www.hse.gov.uk/riddor/>

5 Asbestos

Most of the buildings on the RAL site contain asbestos. Due to the age of the estate this was typically used in building materials, lagging and sprayed coatings. It was also used in the thermal insulation for some scientific equipment and electrical installations.

RAL has a site asbestos register, which contains records of the asbestos known to be present in the buildings, and certain plant and equipment along with historical records of asbestos removed from the site. The maps on the following pages shows the buildings in which asbestos is present, or deemed very likely to be present.

Despite an extensive site asbestos register it is not possible to know where all asbestos is located. Consequently all work on site that is likely to disturb or damage potentially asbestos-containing materials is strictly managed on the presumption of the presence of asbestos until it can be confirmed otherwise. This is done by means of an asbestos refurbishment and demolition (R&D) survey carried out by an independent assessor.



Contractors must ensure they consider the risk of damaging or disturbing asbestos containing materials into their risk assessments and discuss the risk assessment with their CSO, who will consult the site asbestos register through Estates.

Only contractors authorised by STFC's Estates Department are permitted to carry out work involving asbestos-containing materials.

All other contractors must not proceed with any work which might result in the release of asbestos fibres.

All contractors liable to disturb or whose work may damage or disturb asbestos containing material (ACM) must **as a minimum** have asbestos awareness training and evidence thereof.

Any contractor who unintentionally damages, disturbs or suspects the presence of asbestos containing materials must:

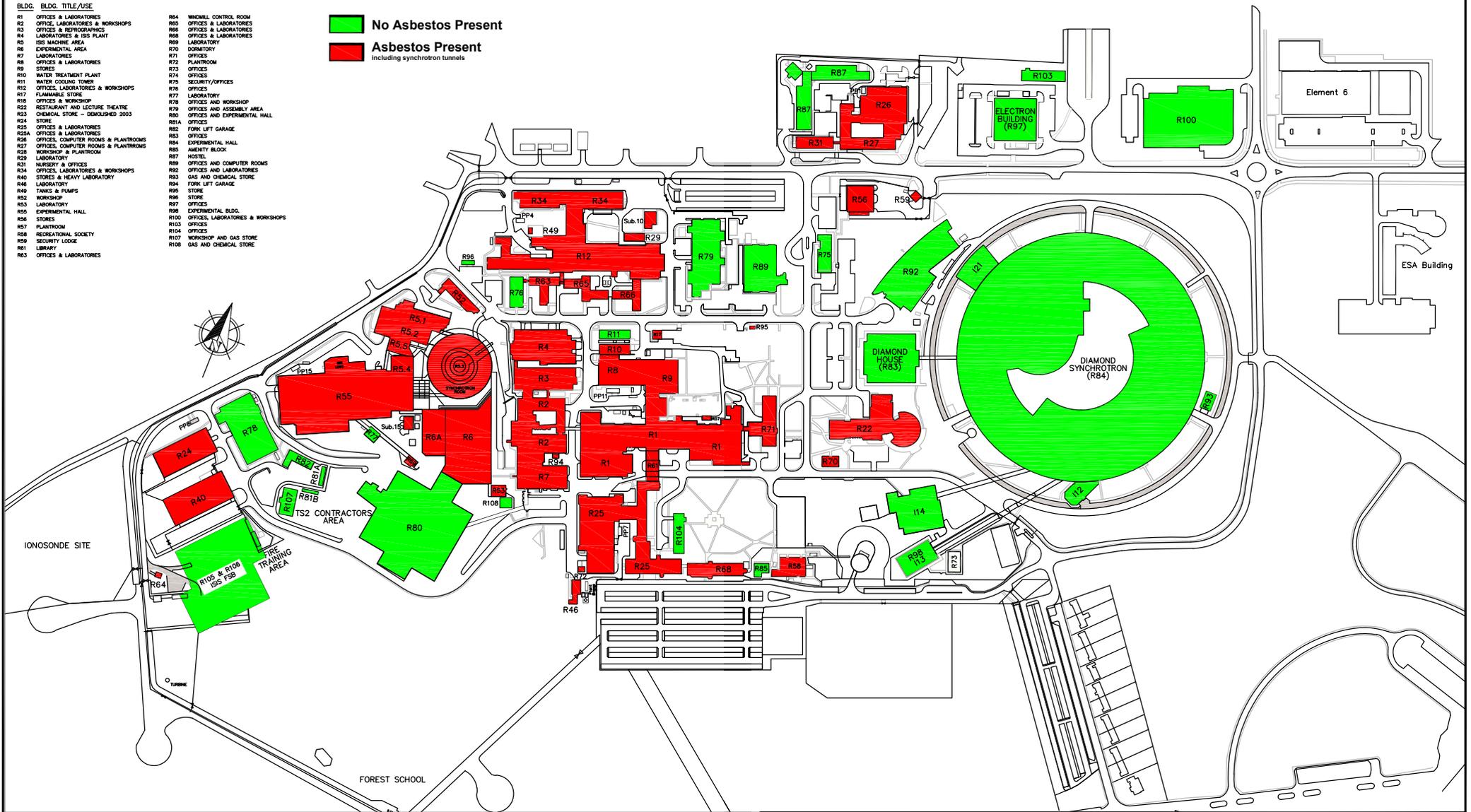
- immediately stop work;
- evacuate the area;
- prevent other people from entering the area until their CSO and/or member of the RAL Estates team arrives to evaluate the situation and
- Contact their CSO

BUILDING SCHEDULE:

BLDG.	BLDG. TITLE/USE
R1	OFFICES & LABORATORIES
R2	OFFICES, LABORATORIES & WORKSHOPS
R3	OFFICES & REPROGRAPHICS
R4	LABORATORIES & SIS PLANT
R5	SIS MACHINE AREA
R6	EXPERIMENTAL AREA
R7	LABORATORIES
R8	OFFICES & LABORATORIES
R9	STORES
R10	WATER TREATMENT PLANT
R11	WATER COOLING TOWER
R12	OFFICES, LABORATORIES & WORKSHOPS
R17	FLAMMABLE STORE
R18	OFFICES & WORKSHOP
R22	RESTAURANT AND LECTURE THEATRE
R23	CHEMICAL STORE - DEMOLISHED 2003
R24	STORE
R25	OFFICES & LABORATORIES
R26A	OFFICES & LABORATORIES
R26B	OFFICES, COMPUTER ROOMS & PLANTROOMS
R27	OFFICES, COMPUTER ROOMS & PLANTROOMS
R28	WORKSHOP & PLANTROOM
R29	LABORATORY
R31	NURSERY & OFFICES
R34	OFFICES, LABORATORIES & WORKSHOPS
R40	STORES & HEAVY LABORATORY
R46	LABORATORY
R49	TANKS & PUMPS
R52	WORKSHOP
R53	LABORATORY
R55	EXPERIMENTAL HALL
R56	STORES
R57	PLANTROOM
R58	RECREATIONAL SOCIETY
R59	SECURITY LODGE
R61	LIBRARY
R63	OFFICES & LABORATORIES
R64	WINDMILL CONTROL ROOM
R65	OFFICES & LABORATORIES
R66	OFFICES & LABORATORIES
R68	OFFICES & LABORATORIES
R69	LABORATORY
R70	DORMITORY
R71	OFFICES
R72	PLANTROOM
R73	OFFICES
R74	OFFICES
R75	SECURITY/OFFICES
R76	OFFICES
R77	LABORATORY
R78	OFFICES AND WORKSHOP
R79	OFFICES AND ASSEMBLY AREA
R80	OFFICES AND EXPERIMENTAL HALL
R81A	OFFICE
R82	FORK LIFT GARAGE
R83	OFFICES & LABORATORIES
R84	EXPERIMENTAL HALL
R85	AMENITY BLOCK
R89	OFFICES AND COMPUTER ROOMS
R92	OFFICES AND LABORATORIES
R93	GAS AND CHEMICAL STORE
R94	FORK LIFT GARAGE
R95	STORE
R96	STORE
R97	OFFICES
R98	EXPERIMENTAL BLDG.
R100	OFFICES, LABORATORIES & WORKSHOPS
R103	OFFICES
R104	OFFICES
R107	WORKSHOP AND GAS STORE
R108	GAS AND CHEMICAL STORE

KEY:

- No Asbestos Present
- Asbestos Present
including synchrotron tunnels



Note: This plan is indicative only. The detailed asbestos register must be checked for each work location. Where existing information is not available, further surveying may be required.

Contact Helpdesk 01235 44 6644 (ext.6644)

Status		Site Plan		Title	
				Rutherford Appleton Laboratory Asbestos Presence/Absence Plan	
 Science & Technology Facilities Council Rutherford Appleton Laboratory					
Building Projects Group					
Rutherford Appleton Laboratory Harwell Science and Innovation Campus Didcot, OX11 0QX					
Tel +44 (01)235 445614 Fax +44 (01)235 445714					
Building	Site	Job No.	None	Disc	B
Drawn	CRS	Chkd	P Prince	Scale	
Date	October 2018	Appd	S Stewart		NTS
Number	00001751			Issue	A

6 Confined Spaces



Work in confined spaces must be avoided wherever possible.

Where this is not possible the contractor must carry out a specific risk assessment and develop a safe system of work, which includes emergency procedures. These must be agreed with the CSO and local STFC Supervisor for the area.

Before work in a confined space can commence the contractor **must obtain** a confined space permit-to-work from an STFC authorized permit issuer.



7 General Safety

Local Hazard Information

You will find a yellow bordered A3 hazard warning poster at the entrance to workshops, laboratories and similar areas.

These posters summarise the main hazards in the room/area and the contact details of the key people responsible for the area.

Contractors **must** liaise with the people responsible for these areas before undertaking any work in them. This is to ensure that all work is properly coordinated and the necessary precautions are taken.



Minimum Personal Protective Equipment (PPE)

Contractors must provide, use and store safely the correct PPE for the work they are undertaking on site, e.g. ear defenders, eye protection, hard hats, safety boots, Hi-vis clothing, gloves etc.

STFC will provide any specialist items of PPE needed for the location where the contractor is working, e.g. lab coats. This must be organised in advance through the CSO.

Where applicable	Mandatory			
 <p>Safety helmet must be worn BS EN 397</p>	 <p>Safety footwear must be worn EN ISO 20345 S1P</p>	 <p>Safety glasses must be worn EN166 1F</p>	 <p>Safety gloves must be worn EN388 Cut 3 (minimum)</p>	 <p>High Vis Vest must be worn EN471:2003 Class 2 or 3</p>

ALL PPE MUST be maintained in good condition. Hard hats must be issue dated and under 3 years old.

Lone Working

Where applicable, contractors must consider lone working risk as part of their risk assessments and take appropriate precautions.

This includes complying with any relevant STFC local procedures and prohibitions on lone working that may apply.

Housekeeping

Contractors must ensure that all materials, substances and equipment are stored safely, securely and tidily on site in areas/locations agreed by their CSO.

Contractors must ensure that their work does not pose a slip or trip risk to building occupants, prevent or restrict access to fire doors or block escape routes for building occupants.

Contractors must be mindful of the impact their work has on building occupants; for example noise, fumes, dust, vibrations etc. The impacts and possible mitigation measures must be discussed with their CSO prior to work commencing so that building occupants can be advised.

Smoking and Vaping



Smoking and vaping is not permitted inside any STFC building, within 5m of any building or designated 'No Smoking' area. All cigarettes must be extinguished properly and disposed of in the bins provided.



Conduct

All contractors and persons on site are required to conduct themselves in a professional manner at all times.

The use of STFC facilities, including but not limited to the Restaurant, Toilets and Break rooms must be respected at all times.

8 Ionising Radiation



Contractors wishing to bring any ionising radiation hazards onto the RAL site or to work with such hazards at the site **MUST** discuss this with their CSO and consult with the RAL Radiation Protection Advisers (RPAs) prior to doing so.

The CSO will also provide you with a copy of “*Notes for Contractors Required to Work in Designated Radiation and/or Contamination Controlled Areas at the STFC Rutherford Appleton Laboratory*”, which will provide some further details.

Contact details for the RAL site RPAs:

Tel: 01235 445480

01235 445480

01235 445293

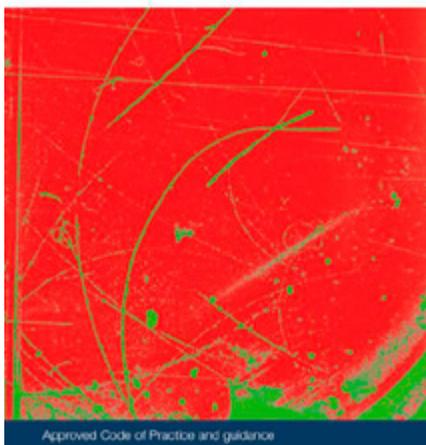
or 01235 445594

Email: rps@stfc.ac.uk



Work with ionising radiation

Ionising Radiations Regulations 2017



Approved Code of Practice and guidance

9 Restricted Areas

Due to the nature of the science undertaken at RAL there are many areas on site where there are strict access controls due to the safety hazards present, these are frequently invisible hazards, for example:

- ionising radiation;
- hazardous chemical substances;
- high power lasers;
- electromagnetic fields;
- strong static and varying magnetic fields;
- oxygen depleted atmospheres; or
- fire suppressant systems.



**No access for
unauthorised persons**

Restricted areas include certain laboratories, workshops, plant rooms, roofs and experimental facilities. They can normally be identified by safety warning safety signs at the entrance points to these areas.

Contractors may not enter restricted access areas without prior approval / authorisation from the CSO and/or the local STFC supervisor for the area. This may include having to attend a specific induction briefing for the area.

Once access has been authorised contractors must abide by all the local safety rules for the area at all times.



10 ISIS Safety

Due to the complex nature of ISIS it presents a wide and varied range of hazards and it is important that you are fully aware of the hazards present in your working area.

Swipe Card Access & Dosimetry

To access ISIS controlled areas you will need a contractor door access pass that is cleared for ISIS buildings. As a 'pass back' system is implemented you will need to swipe in and out of each controlled door every time you pass through or you could end up trapped in/unable to enter the building(s).

You will also need to wear a personal radiation dosimeter. These are issued at the dosimetry office in R 5.5 next to the Main Control Room. A system of work explaining the hazards and instructions on the wearing of the dosimeter will be provided by the dosimetry team.

Dosimeters must be worn at all times within controlled or supervised areas. The badge must only be worn by the person to whom it is issued and at chest height.

Dosimeter Badges and Door Passes must be returned to the Dosimetry Office when you leave at the end of your job or renewed at the end of each month.

Magnetic Fields

Implanted medical devices such as pacemakers can be affected by the presence of a magnetic field.

Some ISIS instruments present a magnetic field ($>0.5\text{mT}$) hazard due to permanently installed electro magnets and temporarily installed sample environment equipment e.g. cryomagnets. For permanent installations, the areas are clearly marked on the floor by a yellow line and a warning sign. For temporary installations, free standing signs and flashing yellow beacons are present.

Waste

All material (including waste) that is removed from ISIS controlled areas must be monitored by Health Physics for radioactive contamination and consigned to the appropriate waste stream or storage. Please check procedures with your work supervisor or area supervisor.

Additional approval for all works in ISIS is required and is contained within the **Permit to proceed**

11 Safety Signs

Contractors must know and understand the meaning of safety signs provided in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996.

For more details about these regulations see: www.hse.gov.uk

Due to the nature of STFC's work contractors will encounter some of the less common hazard warning signs on site, such as the following:



**Corrosive
Material**



**Oxidant
Material**



**Explosive
Material**



**Toxic
Material**



**Flammable
Material**



**Low Temperature
or Cryogenic
material**



**Radioactive
Material**



**Non-ionising
Radiation**



**Laser
Beam**



**Strong Magnetic
Field**



**Biological
Risk**

12 Tools and Equipment

Contractors may not borrow or use STFC tools and equipment unless they are explicitly permitted to do so under their contract or have written approval from their CSO.

Portable Electric Hand Tools and Other Equipment

Contractors must ensure that all portable electrical equipment they bring on site has been suitably inspected and PAT tested and be able to evidence this to their CSO.

Portable electric hand tools must be battery powered or reduced voltage (110v CTE).

Ladders and Stepladders

All new ladders must be to EN131 Professional standard. All existing ladders and stepladders must be UK Class 1 (industrial) or EN131 and have been suitably inspected and be able to evidence this to their CSO.



Scaffolding

Scaffolding **must be** constructed and used in accordance with accepted industry standards. All installations must be inspected before first use, every seven days when in use and after alterations, damage or extreme weather conditions. All scaffolding and exposed ladders **MUST be** suitably prohibited for access, with heras fencing.



Lifting Equipment

Contractors must ensure that all lifting equipment and lifting accessories they bring on site has been suitably maintained, and be able to evidence current statutory inspection records for the equipment to their CSO.



Mobile Elevated Work Platforms (MEWPs)

The use of MEWPs must be agreed / authorised by the CSO in advance. Before the MEWP is used on site contractors must have provided the CSO with:

- copies of the latest inspection and thorough examination records for the MEWP;
- a copy of the training certificate, card or “licence” for each MEWP Operator, confirming they are trained in that type of MEWP; and.
- evidence that the MEWP operator(s) have had familiarisation training on the controls and operation of the particular make and model of MEWP.
- where applicable work positioning harnesses must be worn

Pressure Systems

Contractors must ensure that all positive and negative pressure (vacuum) equipment they bring on site has been suitably maintained, and be able to provide current statutory inspection records for the equipment to their CSO.



13 Vehicles on Site

General

Site roads are subject to all the standards contained in the Highway Code.

Speed limits vary up to a maximum of 20mph. The site contains speed warning signs and site security undertake regular speed camera monitoring campaigns.

The use of mobile phones or mobile communication devices, including hands free kits, is not permitted whilst driving on site.

Vehicles must only be parked in designated areas, unless the CSO or security has authorised parking elsewhere. A valid site parking permit must be clearly displayed in the windscreen of the vehicle, where required.

All vehicle-related collisions on site must be reported immediately to your CSO and Security on ext. 5545.

Vehicle engines must be switched off when the vehicle is stationary. They must not be left running, even for short periods.

Driving without due care and attention, speeding and/or unauthorised parking may result in drivers being banned from driving on site.



Reversing

The reversing of large vehicles and mobile plant on site should be avoided as far as possible. Where it can't be avoided the contractor must use a trained 'Banksman' to guide the driver and keep the reversing area clear of pedestrians and other vehicles.



Loading and Unloading

Contractors are responsible for ensuring all deliveries and collections under their control are carried out safely and without risks to people in the vicinity. This includes the loading and unloading of their vehicles and the use of any goods handling equipment, such as fork lift trucks.

Arrangements for receiving / dispatching large loads must be agreed in advance with the CSO and, where appropriate, with site logistics via the Estates Helpdesk. This includes arranging any special parking and loading/unloading areas that may be required.

During such operations clear access for emergency service vehicles must be maintained at all times.



14 Work on Site Utilities

Electricity

Only suitably qualified and authorised electricians are permitted to undertake work on STFC's electrical systems and equipment. No other contractors may undertake such work.

The isolation of any electrical supply must be approved in advance by RAL Estates for the site electrical supply infrastructure and mains systems, and the relevant Department electrical engineers for experimental electrical systems. Any isolation will require a permit-to-work.

Working on or near live exposed (accessible) conductors is prohibited but may be allowed in exceptional circumstances, with approval by the relevant STFC authorising electrical engineer.

Water

Only suitably qualified and authorised engineers are permitted to isolate and undertake work on the RAL site mains water supply network under the direction of RAL Estates and the Legionella Responsible Officer.

The use of site water as part of works onsite must be approved by your CSO. Suitable measures must also be taken to minimise water use/wastage and ensure site drainage systems are not contaminated.

Gas

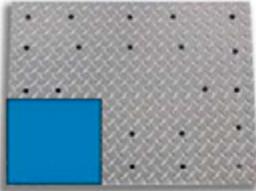
Only suitably qualified and authorised engineers are permitted to isolate and undertake work on the RAL site mains gas supply network under the direction of RAL Estates. A permit-to-work is also required.

15 Waste and Pollution

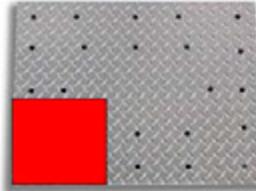
Contractors and their sub-contractors must agree in advance the management and disposal of all wastes arising from their work at RAL with their CSO. This includes the use of any RAL site waste disposal streams.

The RAL site drains into local watercourses and ponds. All uncontained liquid spills on unmade land or site roads must be contained to prevent discharge into site drains. Spillages of this nature must also be reported immediately to your CSO and the RAL Estates Helpdesk.

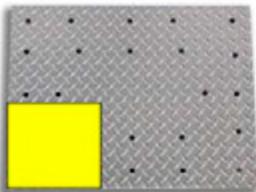
RAL Drain Markings



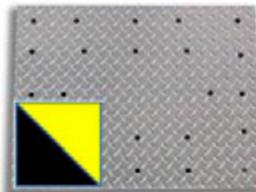
Surface Water



Foul Drain



Trade Waste



Radioactive Waste

17 Key Contacts

Your Contract Supervising Officer (CSO)

CSO Name	
CSO Location	
CSO Contact number/details	
CSO Deputy (name and contact information)	

Other Key Contacts

RAL Site Security (24/7 Emergency number)	Dial 2222 from any site landline; or Call 01235 778888 from a mobile phone
RAL Site Security (General Enquiries)	Dial 5545 from any site landline; or Call 01235 445545 from a mobile phone
RAL Estates helpdesk	email: estate-helpdeskral@stfc.ac.uk For emergency assistance dial 6644 from any site landline.
RAL Radiation Protection Advisers	Tel: 01235 445480 or 01235 445594 Email: ralsafety@stfc.ac.uk
RAL Safety, Health and Environment Group	Tel: 01235 445329 email: rps@stfc.ac.uk
RAL Site address	Science and Technology Facilities Council, Rutherford Appleton Laboratory, Harwell Campus, Didcot, Oxfordshire, OX11 0QX. General Enquiries: 01235 445000