

Contractor / Technical Staff Rules and Guidance Induction Booklet

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LSE Estates Maintenance Division



Estates Division
Facilities Management



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Disabled access information

- Disabled lift
- Disabled parking
- Toilets for wheelchair user
- Lift
- Female toilets
- Male toilets
- Unisex toilets

Disabled access
After 6.30pm, please call Security Control on 020 7955 6200 to ensure the disabled access doors are open.

Legend:
entrance hidden from view
entrance disabled access

Building List:

Building	Location
ALD (A)	King's Chambers Portugal Street
ANC (N)	The Anchorage
CMK (C)	Clare Market Houghton Street
CKM (D)	Clement House Aldwych
COL (B)	Columbia House Aldwych
COW (H)	Connaught House Aldwych
COW (U)	Cowdray House Portugal Street
EAS (E)	East Building Houghton Street
KGS (K)	King's Chambers Portugal Street
KSW (G)	20 Kingsway
SOL (M)	50 Lincoln's Inn Fields Portsmouth Street
LCH (L)	Lincoln Chambers Portsmouth Street
LAK (T)	Lakatos Building Portugal Street
LRB (R)	Lionel Robbins Building, Library and LSE Research Lab
NAB (NAB)	New Academic Building Lincoln's Inn Fields
NCT (NCT)	New Court Carey Street
QUE (Q)	Queens House Lincoln's Inn Fields
SHF (Q)	Sheffield Street
STC (S)	St Clements Care Market
SPH (X)	St Phillips - Health Centre, Sheffield Street
OLD (A)	Old Building Houghton Street
PAR (PH)	Parish Hall Sheffield Street
PEA (I)	Peacock Theatre Portugal Street
POR (PS)	1 Portsmouth Street
QUE (OH)	Queens House Lincoln's Inn Fields
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THIS BOOKLET MUST BE READ BY EACH PERSON WORKING ON LSE SITES PRIOR TO COMMENCEMENT OF THEIR DUTIES.

The LSE has an active Health and Safety Policy. The School will ensure so far as it is reasonably practical the health, safety and welfare of all persons likely to be affected by its operations. This includes staff, contractors, sub-contractors, agency staff and any other persons who may enter work on any School site.

In-house staff should familiarise themselves with all relevant sections of this booklet, paying particular attention to the H&S sections.

Disclaimer

Nothing stated or implied in this publication detracts from the obligations and responsibilities placed on contractors, sub-contractors and agency staff working on School premises by the Conditions of Contract or by law.

If you are unsure regarding any of the contents of this publication, you should raise the issue with the representative from your company, or the Project Manager / Maintenance Supervisor at the LSE.

Declaration

You will be asked to fill in an Induction Sign Off Form (see back page of this booklet) before you start work at the London School of Economics. This form states that you have read, understood and will follow this guidance manual and you will comply with Approved Codes of Practice, Legislation and H&S Policies.

All contractors and agency staff must be fully trained on H&S and Fire Safety most recent best practice/ legislation in order to be allowed to carry out work on LSE premises. It is the responsibility of their employer to ensure that the training is valid and up to date and that staff sent to carry out work on LSE premises are qualified to do so.

Security.

You **must**:

- Log your arrival with Security and the Project Manager / Supervisor and wear your security pass at all times.
- Comply with the School's security ground rules.

You **must NOT**:

- Remove any School property from site.

General Security Rules

GROUND RULES FOR CONSULTANTS / CONTRACTORS / AGENCY STAFF WORKING IN AND AROUND BUILDINGS AT THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE.

The London School of Economics (LSE) consisting of all the buildings forming LSE is a private place. Consultants/Contractors/Agency staff and their staff are allowed access to LSE premises to do their work on the understanding that they comply with LSE Ground Rules for contractors. Shown below are the Ground Rules that each individual contractor needs to be aware of before they enter our site:-

(Please note that where the word 'consultants/contractor/agency staff' are used in these ground rules this includes any person working on the site as a sub-consultant/contractor and all specialists or others brought onto the site.)

1. They must wear and openly display a current LSE consultants/contractors/agency staff identification badge issued by the Security Reception Desk in the main front entrance of St Clements building.
2. Each individual must understand that they may be subject to random searches of bags or other items carried around the campus, or when they are leaving the campus, by LSE Security staff.
3. If any consultants/contractor/agency staff are asked to supply his or her name whilst on the LSE campus either by security staff or other School person, he or she must give their name without argument.
4. The project managers or supervisors in charge of consultants/contractors/agency staff working at the LSE must keep a site book in which is shown daily the names and details of those contractors working on the site for each day and showing the location in each building that each person is working.
5. There must be no smoking, consumption of alcohol or use of drugs by any consultants/contractor/agency staff whilst they are on the site. This includes consumption during lunch or other breaks. Any person who is found to smell of alcohol may be asked to leave the site and not to return.

6. If any internal doors to offices need to be opened by consultants/contractors/agency staff during the course of their work then the responsibility for the safety of the contents of any office once it has been opened remains with the person who opened the door. Offices must not be abandoned with the door left open whilst individuals go off to lunch or for any other break. The person opening the office door must ensure that it is closed and secured at the earliest opportunity. Particular care must be taken to ensure that all such internal doors are closed and secured at the end of each day when the work stops and consultants/contractors/agency staff leave the site.
7. The LSE as an institution is particularly sensitive to sexist, gender and race issues. There must be no sexist remarks, leering or whistling. Offensive printed material including newspapers with photographs of scantily clad people are not to be left lying in offices or in any place where consultants/contractors/agency may work.
8. Consultants/Contractors/Agency staff are solely responsible for the security of their own equipment, work materials etc. No responsibility is accepted by LSE for contractor's kit even if in a lockable room and an LSE key has been provided by LSE for a contractor to use.
9. No action by any consultants/contractor/agency staff working at LSE must be such as to bring discredit upon the LSE.
10. If you are doing HOT WORK or making a lot of DUST this will set the smoke alarms off CAUSING THE FIRE BRIGADE TO BE CALLED - please speak to the Project Manager or Supervisor BEFORE doing this type of work and obtain a work permit.

Visitor /Contractor /Agency Staff Pass Rules (shown on the back of the pass)

- Display your pass at all times
- Please look after your belongings. Theft in central London can be a problem.
- Make yourself familiar with the emergency escape routes and fire assembly points in the buildings where you are visiting.
- If you discover a fire, activate the nearest Break Glass Fire call Point and leave the building by the nearest route
- If the fire alarm sounds, evacuate the building immediately, do not use lifts, go to the fire assembly point
- Do not attempt to re-enter the building until you are advised by LSE Security that it is safe to do so.
- Report accidents, unsafe situations or anything suspicious to LSE Security by dialling **666** from any internal telephone, alternatively dial **0207 955 6555**

Smoking is not permitted inside any building, at the entrances to buildings or on external fire escapes.

DISABLED VISITORS: For your safety, please tick the box if you have any impairment which could hinder your safety or evacuation whilst at LSE. This is to ensure that we can respond to your needs in an emergency.

General Rules.

While on LSE premises you **MUST**:

- Carry out your duties in a way that does not put your health and safety or those of other employees, students, visitors and members of the general public at risk.
- Ensure that all appropriate signage and notices are in place to advise of danger where applicable and keep the relevant people (supervisors / customers etc) informed of issues and progress.
- Follow Safe Systems of Work and Approved Codes of Practice and submit Risk Assessments /Method Statements at all times, which must have been assured by the Project Manager / Maintenance Supervisor prior to commencement of the work.
- You must always check the Asbestos Register prior to commencing work and comply with the Asbestos policy at all times.
- You must obtain a Permit to Work from the Estates Maintenance, if one is required, prior to commencing work.
- Comply with all statutory requirements etc which apply to the work being undertaken.
- Only carry out work for which you are trained, competent and have the correct equipment, plant and tools.
- Treat others with respect and consideration, keeping levels of noise and disturbance to an absolute minimum. Stop work if requested by a supervisor.
- Advise of any potentially hazardous situation to your supervisor or to the School's Project Manager / Maintenance Supervisor.
- Make yourself familiar with the working environment to ensure that all work is carried out efficiently and effectively.

You **must NOT**:

- play **radios** and or use personal **stereos**.
- carry out any work without having previously provided a **method statement and risk assessment**, or have not obtained Permit to Work where required, which has been accepted by the Project Manager / Maintenance Supervisor.
- **use offensive language or act in a manner** (behaviour) that could be interpreted as offensive or inappropriate. All consultants/contractors/agency staff are expected to use polite and professional vocabulary and no bad language / behaviour of any nature or for any reason will be

used on the school premises and when dealing with customers and colleagues. The use of inappropriate, offensive or rude language / behaviour is not acceptable and will not be tolerated.

- **Alcohol & Drugs misuse at work**—In recognition of the particular H&S implications, no alcohol is to be consumed during working hours on or outside the premises when the contractors / agency staff are on duty. The use of illegal drugs is also not acceptable.
- **Smoking in the workplace**— No smoking is allowed inside any of the School buildings or in enclosed spaces. There are various cigarette bins/ smoking areas placed around campus to be used by the smokers. Smokers are not to congregate in groups as this creates a bad image with passers by, leaving the impression that staff are not carrying out their duties and are taking long breaks instead. Smokers are not to congregate in doorways or under windows as this obstructs traffic and allows the smoke in the building.

Health & Safety

All contractors and agency staff must follow strict safety rules and guidance as provided by their employer and LSE as well as the Law. The safety of staff, students and visitors to the School is of paramount concern when works are undertaken and it must not be compromised at any time.

Please refer to relevant sections in this booklet regarding Risk Assessments, Method Statements, Work Permits, Asbestos Register, Fire Safety, PPE etc for further information on compliance and best practice. If in doubt - ask, DO NOT TAKE RISKS!

All contractors and agency staff must be fully trained on H&S and Fire Safety most recent best practice/ legislation in order to be allowed to carry out work on LSE premises. It is the responsibility of their employer to ensure that the training is valid and up to date and that staff sent to carry out work on LSE premises are qualified to do so.

All contractors and temporary staff must familiarise themselves with the Fire Action Notices which are located by all fire call points. This will give you details of the assembly points in case of fire evacuation.

Risk Assessments.

You must ensure Risk Assessments (RA) have been carried out before you commence work with the LSE.

All RA should be submitted to the Project Manager/ Supervisor.

When thinking about your **Risk Assessments**, remember:

- a **hazard** is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer, etc; and
- the **risk** is the chance, high or low, that somebody could be harmed by these and other

hazards, together with an indication of how serious the harm could be.

The HSE recommend the following approach.

The five steps to risk assessment aims to help you assess health and safety risks:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precaution
- Record your findings and implement them
- Review your assessment and update if necessary
- Impact to building

Method Statement

A work method statement, sometimes called a "safe system of work", is a document that details the way a work task or process is to be completed. The method statement should outline the hazards involved and include a step by step guide on how to do the job safely. The method statement must also detail which control measures have been introduced to ensure the safety of anyone who is affected by the task or process.

You must ensure a **Method Statement** (MS) has been carried out before you commence work with the LSE.

The MS should include the following:

- A Title e.g. Work Method Statement, or Standard Operating Procedure
- Detailed description of the works, task or process, impact to building
- Your company details, logo, name, address etc
- Start date, completion date
- Site address
- Site contact details including mobile phone and emergency numbers etc
- Document author, H&S contact
- Document number, issue date, revision date, revision number etc

Permits to Work

The School specifies that valid permits to work are obtained by contractors for the following types of work:

- Hot work (welding, brazing, burning, cutting using discs that create sparks etc.)
- Entering and working in confined spaces.
- Work requiring electrical or mechanical isolation.
- Roof work.
- Working in boiler houses, plant rooms and electrical switch rooms.

If you intend to carry out any works involving the above activities, you must contact the Project Manager / Maintenance Supervisor and obtain the relevant permit to work.

Personal Protective Equipment (PPE).

You **must**:

- Observe any requirements to wear PPE imposed either by method statement, risk assessment or the School's requirements.
- Contractors must supply their own PPE
- Agency Staff may be supplied with LSE uniform and specific PPE as appropriate, please check with the supervisor before starting work.

When Personal Protective Equipment is supplied it will:

- Provide effective control/protection.
- Be satisfactory to the user, i.e. comfort, fit, adjustment.
- Comply with relevant product safety criteria.
- Be stored correctly.
- Be monitored to ensure validity and updated as necessary.
- Be replaced if lost or damaged.
- Be maintained in a good and hygienic condition, stored correctly and regularly checked for wear/damage.
- Helmets must be worn correctly as designed by the manufacturer.
- PPE must not be misused or abused.
- Adequate protection must be taken when working outside to protect the body from the effects of the sun, i.e. wear a hat, keep your body covered and consider sunscreen.
- Short trousers must not be worn at any place of work.

The Schools standard equipment is:

- Head protection helmet to EN 397.
- Eye protection goggles EN 166
- Hearing protection to EN 352.
- Foot protection to EN 343 (Toe protection)
- Bump Hats

- Respiratory protection – suitable to absorb and/or filter identified airborne substances.
- Gloves – suitable to protect against the specific hazard.
- High visibility clothing.

Working Equipment

You **must**:

- Ensure that all plant, tools and equipment are in a safe condition to be used.
- Carry out regular inspections to ensure plant and equipment remains safe to use and make a record of this.
- Only use equipment for the purpose for which it is intended.
- Only use equipment if you are suitably trained and competent and have authorisation to do so.
- Only use electrically powered work equipment which is either battery operated or uses 110 volts.
- Ensure that where step down transformers are used, they are positioned as close as possible to the 240 volt supply.
- Ensure all equipment containers are labelled with your details.
- Ensure all plant and equipment are tested/calibrated/serviced/maintained.
- Ensure all portable electrical equipment or extension leads have undergone satisfactory Portable Appliance Testing (PAT).

You **must NOT**:

- request issue of any equipment from the Estates stores unless authorised by a maintenance supervisor.
- Do not borrow equipment from contractors or lend equipment to contractors unless this has been formally documented.

Manual Handling

Contractors and agency staff will only be able to work on site if they have had valid manual handling training and follow best practice guidance to avoid accidents.

Legionella Awareness

Contractor and temporary staff must formally request permission (before work starts and in good time) from the Estates maintenance supervisors/ Head of Maintenance to work on any of the schools hot and cold water systems.

It is essential that adequate resources are made available for prevention or minimisation of the risk arising from Legionella within the school. It is important that all personnel whether involved in assessing risk, carrying out precautionary measures, altering or installing new works and/or planned preventive maintenance/ reactive works are competent, trained on Legionella awareness and aware of their responsibilities. All pipe work must be chlorinated / sterilised before it is connected to domestic hot/cold water services to prevent contamination.

All work carried out is fully compliant with HSE document L8.

Ensure that basins, baths WC cisterns showers etc that have been taken out of commission within the contractor working area which are not used on a daily basis are flushed for at least three minutes weekly and a log of compliance is maintained.

Legionella risk assessment and schematic drawings on the DWS must be updated to reflect any alteration that have been carried out.

Asbestos

All technicians, contractors and agency staff should be asbestos aware and trained. They must consult the asbestos register before any work is undertaken and obtain permits where required. Work is only to be undertaken in asbestos free areas or where asbestos will not be disturbed. DO NOT TAKE ANY CHANCES.

A number of the LSE Aldwych campus academic buildings contain asbestos containing materials [ACMs]. Not all areas have had an intrusive demolition/refurbishment surveys undertaken and therefore some un-exposed asbestos may remain un-recorded. Contractors must always proceed with caution to avoid disturbing unrecorded asbestos and releasing asbestos fibres into the environment and all operatives and supervisors must prove that they have been on an Asbestos Awareness Course prior to commencement of the works

A copy of the LSE's current asbestos management plan can be found on the LSE's website and the current Asbestos Register is attached in Appendix N.

The Contractor will have direct access to the LSE's Asbestos Manager. The current Asbestos Manager is:

Martyn Fisher, Principal Project Manager

Email: m.fisher@lse.ac.uk

Tel: 020 7955 6548; Mob: 07850 918910.

When the Contractor identifies or suspects ACMs on site, the Contractor shall stop work, bar access to the area by all parties and seek advice from the Contract Administrator and/or the Asbestos Manager.

The LSE possesses a framework agreement of 3 asbestos consultants and 3 asbestos removal contractors; individual companies to be employed will be determined by the Contract Administrator. The Contractor is not allowed to remove asbestos directly or via his sub-contractors.

Working at Heights

You **must**:

- Avoid work at height as far as possible, since this is the single largest cause of fatal accidents among maintenance and construction workers.
- Ensure that any equipment used for access to, or work at height is appropriate for the task, and if above 2m includes appropriate handrails, toe boards and a working platform at least 60cm wide and ensure that you comply with the Working at Height Regulations (2005).
- Ensure that areas below any work being carried out at height are suitably cordoned off, and appropriate warning signs are used.
- Undertake risk assessments and regularly inspect and maintain all access equipment
- Use stepladders only for light duty and short duration activities, when using stepladders, ensure knees are never above the top tread of stepladders.
- Ensure equipment is suitable and in good condition, the floor is sound, safe and level.
- Ensure the ladder is supported by a second person if working above 2m

You **must NOT**:

- Work on any roof area without obtaining a work permit from the Project Manager / Maintenance Supervisor.
- Use a ladder as a working platform unless unavoidable.
- Not work from heights unless you have received suitable training for the access equipment in use.
- Do not work on fragile surfaces without adequate support.

Hazardous Substances

You **must**:

- Work according to the controls detailed in the COSHH assessment / method statement.
- Properly use any PPE required by the COSHH assessment / method statement.
- Ensure that hazardous substances or emissions do not spread beyond the immediate work area.

You **must NOT**:

- Accept any delivery to the site of hazardous substances unless accompanied by a COSHH assessment relating to the relevant conditions of use.
- Use any hazardous substance or carry out any procedures which may create hazardous emissions without the Project Manager / Maintenance Supervisor having approved a COSHH assessment / method statement.

Electricity

Electric shock is a major hazard - it can cause physical injury and can kill. The passage of current through the body can also cause burning of the skin at the points of contact and underlying tissue. Severe burns can also occur from exposure to a flash over without actual bodily contact.

Hazards can be caused by:

- Poor/damaged insulation on power tools, cables etc.
- The use of unauthorised extension leads.
- Knowingly using defective electrical equipment.
- Misuse of electrical equipment.
- Incorrect fuse replacement.
- Failure to isolate circuit.
- Poor installation - using 'borrowed' neutrals.
- Deliberate by-passing of safety devices.

- Ignorance or disregard of safety regulations/codes of practice/permit to work.
- Not working to an agreed Method Statement.
- Energisation of circuits before the electrical system is complete.
- Careless working on batteries/battery banks/U.P.S. systems.
- Failure to notify all personnel of work being carried out on a circuit affecting them.
- The use of unauthorised testing equipment or tools
- The use of 240V equipment such as hoovers / jet-washers etc without RCD plug fitted to protect the lead

Basic Safety Rules – Working With Electricity

- Only qualified, competent, trained and authorised persons may work on any electrical systems that have previously been energised. All Electrical contractors must be NIC EIC registered.
- It is not permitted to work on live electrical systems except for testing and commissioning operations or other activities controlled by a formal work permit and risk assessment.
- Any distribution equipment which can be energised must be strictly controlled by an Authorised Nominated Person.
- Always use agreed and understood formal isolation and lock-off procedures.
- Before commencing work always test before touch by using a proven voltage indicator, even if a system is declared dead on a permit to work.
- Also refer to Safety Guide NGB-08-SG-015 Safe Working on Low Voltage Electrical Installations.
- Comply with earthing requirements for tools, plant and machinery.
- Ensure that any plant worked on is isolated.
- Label and lock off all breakers, switchgear and distribution boards to prevent restoration of supplies by others.
- All electrical work must be tested and certification supplied to Estates maintenance section.

You **must NOT**:

- Work on equipment for which you have not been trained.
- Create tripping hazards in the way equipment and or trailing cables are positioned.
- Use faulty equipment.

- Isolate any electrical supplies without prior consultation with the Estates Maintenance Supervisor.

Hot Works

1. Permit to work must be issued before any work commences.
2. Method Statement and Risk Assessment must be submitted to Estates well in advance of the works taking place so that they can be inspected by an LSE supervisor.
3. The area must be personally examined and approved by the authorised individual that the following necessary safeguards have been arranged for prior to issuing this permit.
 - Survey the area to ensure smoke detectors are capped off or isolated / false alarms cause disruption and loss of business and will be dealt with very seriously if they are caused.
 - Floors and surroundings must be swept clean and wet down.
 - All combustible stock, plant, insulation etc. must be located 40 ft from the operation or the remainder must be protected with the non-combustible curtains, metal guards or flameproof covers (not ordinary tarpaulins).
 - Any floor or wall opening or open mesh flooring within 40ft of the cutting and welding operations must be covered over tightly.
 - A responsible individual, having authority to stop the work, must be assigned to watch the dangerous sparks in the area as well as in the floors above and below adjacent areas.
 - Ample fire protection equipment—hand hose, extinguishers, water pails etc must be provided and a responsible individual trained in their use must be available.
 - Warning notices must be posted adjacent to and where necessary, below the work area.
2. Appoint a trained responsible employee, with authority to stop the work, to regularly check the area particularly during lunch and rest periods, on completion of the work and 30 min after completion.
3. Ensure all gas cylinders are safely secured in an upright position, and gas pipes and cables are in good condition, properly secured and kept as short as possible
4. Provide suitable ancillary equipment to ensure safety of workmen and method of operation
5. Ensure that technicians know where the fire alarm is situated

6. Ensure the area is kept clean and tidy
7. The area must be personally examined by an authorised individual 30 min after the completion of the work
8. No hot works during exam periods are allowed

Accidents and Emergencies—Reporting accidents and injuries

- All accidents, incidents and work-related ill-health must be recorded on the School's [Accident/Dangerous Occurrence Form](#) (PDF) and sent to the School's safety adviser.
- Report accidents, unsafe situations or anything suspicious to LSE Security by dialling **666** from any internal telephone, alternatively dial **0207 955 6555**.

These include:

- Accidents to staff, including minor injuries
- Accidents involving third parties, i.e. non-employees, students, visitors, contractors etc
- Incidents where no one is injured but there is a potential for injury
- Physical assaults or verbal abuse of LSE employees
- Dangerous occurrences such as fires, gas leaks or explosions, chemical spillages, damage to asbestos materials resulting in any person being exposed to asbestos fibres, failure or collapse of lifting equipment such as hoists, etc
- Work-related ill-health such as dermatitis from use of chemicals, occupational asthma, musculo-skeletal pain as of result of using computers or manual handling etc

The School is obliged to notify the Health and Safety Executive (HSE) of certain types of incidents. In order for the School to comply with this requirement the School's safety adviser must be notified immediately by telephone (ext.3677) of the following:

a. Any incident that results in a serious injury to an LSE employee. This includes:

- a break or fracture of any bone except those of the fingers or toes;
- any amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (whether temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- an injury resulting from electric shock or electrical burns;

- an injury that leads to a loss of consciousness or requires resuscitation; and
- an injury that requires the injured employee to be hospitalised for more than 24 hours.
- Any accident or incident, connected with or arising out of work activity, that results in a 'third party', i.e. someone who is not a LSE employee, being taken from the scene of the accident to hospital. This is regardless whether or not they are admitted into hospital.
- Any dangerous occurrence.
- Specified diseases associated with certain work activities, or exposure to certain substances.

If you are in any doubt about what should be reported contact Ann O'Brien, the school safety advisor.

Please note: forms should be returned to the School's safety adviser in Room QH400. Accidents to employees should also be entered in the 'yellow' accident book B1510, which is kept at each workplace. This is required by Social Security legislation and relates to employees claiming benefits if they are unable to work as a result of an accident at work.

You **must** also:

- Report all accidents, however minor to the Project Manager / Maintenance Supervisor. You must enter details of all accidents in your company's accident book, and advise your supervisor or manager.
- Co-operate in accident investigations.
- Observe all School emergency procedures, which are given to contractors on induction and posted on notices throughout the School.
- Undergo Health and Safety induction incorporating LSE procedures prior to starting work in any area.

Make sure you know:

- The identities of First-Aiders where you are working.
- The locations of the fire extinguishers (N.B. only tackle fires if it is safe to do so).
- The actions you need to take in an emergency (look at the notices in your work area).

Fire Safety

- All contractors and temporary staff must familiarise themselves with the Fire Action Notices which are located by all fire call points. This will give you details of the assembly points in case of fire evacuation.

- You must follow the fire alarm instruction immediately making the area safe before leaving.
- If you suspect your work has caused an alarm activation, please make yourself known to the responding team.
- No pressurised gas cylinders may be stored on the Schools' premises without prior agreement.
- You must familiarise yourself with fire escape routes and LSE Health and Safety procedures in and around the contract area.
- All flammable and highly flammable material must be removed from site each day unless otherwise agreed.
- The work area must be kept clear from all combustible material and free from clutter.
- You must familiarise yourself with fire assembly points.
- You must familiarise yourself with the statutory weekly fire alarm testing which is carried out between 0800 to 0900 hours.
- You must not isolate any part of the fire alarm system, which includes bagging off detectors, without prior consultation with the Maintenance Department.
- Hot works are not allowed on the Schools premises unless it can be demonstrated that no other work method is available.
- Any work involving heat generating equipment must have a valid hot work permit.
- Any requirements for additional portable fire fighting equipment will not be supplied by the School.

For reference to the fire alarm schedule please see Appendix 1.

Supervision (All Persons with a Supervisory Responsibility), shall:

- Familiarise themselves with the schools Health, Safety & Environmental Policy and associated Procedures.
- Ensure that technicians under their control are adequately trained and fully aware of any hazards in the work place, this includes regular Tool Box Talks.

- Ensure that all safety rules are observed and that personal protective equipment is worn or used where appropriate.
- Discuss health, safety and environmental matters with the persons for whom they are responsible.
- Ensure that adequate supervision is available at all times, particularly for the young and inexperienced.
- Ensure that all work instruction given to persons under their control are in compliance with applicable safe working practices, procedures and method statements.
- Continually seek to develop safe practices and maintain good housekeeping to improve health and safety.
- Ensure that all members under their control know what to do in the case of fire, know the location of available fire fighting equipment and their designated assembly area.
- Ensure that all members under their control know the whereabouts of First Aid facilities and all persons trained in First Aid.
- Ensure that all safety devices and guards are always fitted, properly adjusted, maintained and used.
- Ensure that all machinery and equipment is properly maintained and is safe to use, recording inspection results.
- If within authority, promptly rectify all defects in the work place and/or plant in use; if not within authority, promptly report such defects to persons who can undertake remedial action.
- Consider promptly any representation about health, safety and environmental matters from members under their control.
- Give instruction and training on safe systems of work and hazards related to the work and workplace under their control.
- Liaise with the appropriate Safety Representative (where appointed) on all matters concerning safety.
- Attend Safety Committee meetings when required.
- Investigate all accidents promptly to discover their cause and eliminate re-occurrence.
- Ensure all accidents are recorded and reported to the schools Health and Safety Officer.
- Complete the Accident/Incident/Dangerous Occurrence Report.
- Make regular inspections of the workplace to ensure that it is as safe as reasonably practicable and complete the relevant Safety Inspection Checklist.

- Where and when required carry out and record Workplace Risk Assessments.
- Review risk assessments if circumstances of identified hazard/risk changes.
- Carry out and record Manual Handling Assessments.
- Ensure the project Health & Safety Plan is relevant and up-to-date.

Housekeeping

Housekeeping is one of the most important single items influencing safety at the workplace.

You **must**:

- If the work is likely to create dust the contractor / temporary staff must keep to the minimum level any dust, fumes or other substance that may be offensive or harmful. You must use dust sheets and protection (particularly relevant to lift equipment and lift shafts).
You must ensure that you clean up after the work is finished and check the areas where the work was carried out for any smoke detectors that may have been affected by the dust.
You must seek permission to cap off the smoke detectors to ensure that the work will not cause any false fire alarms. The permission is given by the Estates Maintenance Supervisor. False fire alarm are very disruptive to the school and are deal with very seriously.
- Ensure that noise emissions from work practices is kept to a minimum.
- All stairways, passages, and gangways must be kept free from materials, supply leads and obstruction of every kind.
- Materials and equipment shall be stored tidily so as not to cause obstruction and kept away from the edges of hoistways, ladder access, stairways, floor openings and rising shafts.
- Tools must not be left where they may cause tripping or other hazards. Tools not in use should be placed in a tool belt or tool bag and at the end of each working day be collected and stored in an appropriate secure container.
- Working areas must be kept clean and tidy. Scrap and rubbish must be removed regularly into proper containers or disposal areas. A tidy-as-you-go policy should be adopted.
- Toilets, wash-up facilities, and drinking water are provided for the convenience and comfort of all. Please help to keep them clean and sanitary. (Rooms and site

accommodation must be kept clean. Do not allow soiled clothes, scraps of food etc. to accumulate, especially around hot pipes or electric heaters.

- Spillage's of oil or other substances must be contained and cleaned up immediately. Ground contamination must be prevented.
- All flammable liquids, LPG and gas cylinders must be stored properly in accordance with the relevant legislation.
- Report any environmental contamination that is known to exist or has come from the premises, in particular any material suspected of containing asbestos which is not already shown in the asbestos register to your supervisor or Project Manager / Maintenance Supervisor.
- Refrain from discharging anything down the drains.

Welfare

You **must**:

- Only use the welfare facilities which have been designated to you.
- Leave School facilities clean and tidy as you would hope to find them.
- Whilst on LSE premises, the contractors and agency staff are representing LSE and therefore, they need to be exemplary in their conduct and behaviour showing politeness and professionalism.
- For a list of First Aiders please contact Security at the Main Lodge or check:

<http://www2.lse.ac.uk/intranet/LSEServices/healthAndSafety/pdf/FirstAidersOnCampus.pdf>

- For a list of Fire Officers please contact Security at the Main Lodge.

Equality & Diversity

The LSE is committed to promoting equality and diversity in order to deliver the best possible service to its students, staff and the wider community, in accordance with its Articles of Governance.

You must comply with the tenets of the LSE's Diversity policies on race, gender and disability which may be found at www.lse.ac.uk/collections/secretariat and <http://www.lse.ac.uk/resources/raceEquality/policy.htm>

Environmental and Sustainability

All contractors / agency staff are to recognise their role and responsibilities for the environment and must act responsibly and in line with their company policy as well as the LSE policy. If you observe any area where there is an obvious solution for an energy problem / carbon reduction initiative, the contractor / agency staff should advise a LSE supervisor or the Head of Maintenance so that this can be assessed on its merits, where feasible.

The LSE adopted an Environmental Policy on 26 April 2005, which can be found, along with further information, at <http://www.lse.ac.uk/collections/environment/>.

The LSE recognises its own environmental impact and responsibilities and has a commitment to carry out its activities in a sustainable manner and in compliance with legislation. It is therefore, implementing an Environmental Management System (EMS) in order to minimise environmental impact. The delivery of the Environmental Policy is managed by the Sustainability Team within the Estates Division with the expertise and support of academic departments and student union.

Accordingly, you should note the following expectations to support the LSE environmental goals:

- Requirement of contractors, sub-contractors and suppliers to meet or exceed all relevant environmental legislation and regulations and work to improve
- The environmental performance of the School
- Use the zero-waste 'Rethink-Reduce-Reuse-Recycle' criterion in waste and resource management
- Reduce consumption and increase efficiency of energy and water use in buildings and equipment
- Reduce emissions and discharges from buildings and equipment
- Reduce consumption of new materials and increase the reuse and recycling of materials
- Incorporate environmental criteria into material and contract specifications to reduce whole life cycle environmental impacts
- Create built environments that meet the highest environmental standards.

The School's contractors must adhere to all aspects of the LSE's Environmental Policy at all times.

The Contractor shall present its own environmental policy and ensure that all staff or sub-contracted staff are aware of its content and operate to it accordingly.

Communal Recycling Stations for the use of staff and students, **NOT** for trade waste

The waste hierarchy Reduce-Reuse-Recycle ("the 3 Rs") outlines the order in which choice for waste management should be taken based on environmental impact. The first step is to minimize waste

produced, followed by reuse of any item as often as possible and for as long as possible. Reusing is superior to recycling, as it reduces the use of natural resources and saves more CO₂e emissions and other atmospheric and aquatic pollutants from being generated. Recycling does have a smaller environmental impact than new manufacturing and landfilling but it still requires energy and resources. Consequently, reducing waste and reusing items is essential and should be prioritised.

By the end of July 2011, the LSE will have upgraded waste disposal facilities on campus and in halls with the roll out of Communal Recycling Stations.

Please sort your waste into the appropriate colour-coded bin: although some units may vary in shape, they are all coded using the following system. NOTE: Yellow will gradually be replaced with Green by 2011 for mixed recycling.

Blue – Paper recycling

All paper products: white and coloured office paper, glossy magazines, envelopes with windows, newspapers, journals, light card packaging and folders (no need to remove staples and sellotape).

Where: Find Paper Recycling bins in high paper use areas, next to photocopiers and printers in offices.

Blue – Cardboard recycling

Cardboard boxes and packaging. Please empty contents of cardboard box, sort packaging into appropriate waste stream, flatten and place neatly next to a communal recycling bin.

Where: Cardboard boxes should not obstruct passage, fire exits or cause safety risks to occupants. Only leave boxes in designated areas.

Yellow or Green – Mixed recycling

Drain liquids first. All plastics (grade 1 to 6): plastic bottles, plastic bags, sandwich and take-out packaging, plastic tubs and yogurt pots, coated paper cups, tetra pak, glass bottles and jars, metal cans and tins, all paper products: white and coloured office paper, glossy magazines, envelopes with windows, newspapers, journals, light card packaging and folders (no need to remove staples and sellotape)

Where: Communal recycling stations

Brown – Food compost

Coffee grounds and tea bags, fruit and vegetables, cooked and processed products including bread, cakes, puddings, pasta and rice, meat, poultry, fish, eggs; tissues and blue roll, wooden stirrers; horticultural waste: soil, flowers, plants and leaves; biodegradable packaging

Where: Tea points, catering outlets and communal recycling stations

Grey – General waste

Expanded polystyrene, cups and packaging; crisp packets, sweet and chocolate wrappers.

Where: Communal recycling stations

Liquids

Communal recycling stations now have a liquids drain where dregs can be poured before recycling the container. This reduces contamination of recyclables and helps to maintain a clean environment.

Visitors To the School

- Must comply with instructions from those who are implementing the schools Health, Safety & Environmental Policy.
- No work shall be carried out on any School premises until the contractor has been evaluated with regard to safety competence. Should there be any areas of inadequacy, the schools Health, Safety & Environmental Policy will take precedence.
- Work in and around the Schools' premises must be carried out safely and not cause a hazard to the occupiers.
- Be made aware of: -
 - Fire precautions and procedures
 - Emergency Procedures
 - First aid arrangements
 - Booking in/out Procedures
 - Prohibited areas
 - Welfare facilities, toilets etc
 - Who will be responsible for them whilst on site

FIRE ALARM WEEKLY TESTING SCHEDULE

The Fire Alarm system to comply with statutory regulation are tested between 08:00 - 09:00 by the schools in house Maintenance Technicians

MONDAY	Connaught House Clement House NAB
TUESDAY	Old Building Library & Plaza cafe Cowdray House
WEDNESDAY	St Philips Portsmouth Street Kings and Lincolns Chambers George IV - (11.00am) Parish Hall Lakatos Building 20 Kingsway 50 Lincolns Inn Field Sheffield Street
THURSDAY	Clare Market East Building Peacock Theatre
FRIDAY	St Clements Columbia House Anchorage Towers 1, 2 and 3

Weekly Test

The weekly test is carried out by our in house Maintenance Technicians as per the above schedule.

An Estates Maintenance Technicians will attend the building each week at the same designated time, and will conduct the weekly fire alarm test in accordance with the requirements laid out in British Standard BS 5839. A different manual call point will be used during each weekly test, so that all call points in the building are tested in rotation. The test will confirm that the control equipment is capable of processing a fire alarm signal and providing an output to fire alarm sounders and to ensure that the fire alarm signal is correctly received at our Main Security control room.

Fire Alarm Servicing & Maintenance

The servicing of fire detections systems is carried out on a quarterly basis as recommended in the British Standards Code of Practice BS 5839 & BS 5306. The fire alarm servicing involves the periodic testing and inspection of all the key components of your fire alarm system, including fire sensors, smoke alarms, manual call points, bells, and sounders. All the certification and testing results are filed in the fire log books located in each building. This servicing is programme in for out of hours (advance notification given) or the same schedule as the weekly testing.

Key contacts:

Security	Old Building Main Reception	ext. 2000
	NAB reception	ext. 1234
Estates Help Desk	Emergency Line	ext. 2444
Contracts Supervisor	David Felstead	ext. 7611
Senior Supervisor	Malcolm Callender	ext. 7780
Electrical Supervisor	Robert McAlpine	ext. 6995
Head of Maintenance	Paul Franklin	ext. 6736
Deputy Head of Maintenance	Pat Causley	ext. 6329
Asbestos Manager	Martyn Fisher	ext. 6548
H&S officer	Ann O'Brien	ext. 3677
Project Manager's Secretary	Phoebe Dunster	ext. 1158

Notes:

Contractor and Agency Staff Induction Sign off form

Please confirm the following details about you are correct:

Trade:

- ☐ Electrician ☐ Fitter / Plumber ☐ Carpenter ☐ Air Conditioning
☐ Other (specify) _____
☐ Professional Qualifications such as City & Guilds (specify) _____

Health and Safety Training

- ☐ Asbestos awareness ☐ Working at Heights ☐ Manual Handling
☐ COSHH ☐ CSCS card ☐ PPE ☐ H&S at work Act

(Note to contractors: this questionnaire is to help us maintain a safe working environment. Please ensure that all the information that you have given is to the best of your knowledge. If any incident occurs it may be used as evidence.)

General Summary

- ☐ You have read understood and will comply with the rules and guidance in the Contractors/Agency staff rules and guidance booklet instructions and agree to carry out the work in accordance with safe practice, including but not limited to the statements below:
- You undertake to sign in and out every day in a contractors time book.
- Entry into the site is deemed as acceptable as laid out in this booklet.
- All H&S and hygiene laws, rules and regulations must be observed at all times.
- Failure to comply with all or any of the rules and safety conditions will result in removal from site.
- A permit to work is required for all hazardous work (e.g. hot works) as detailed in the booklet and will be obtained before the start of any jobs.
- Method Statements and Risk Assessment will be approved by Estates and followed by you.
- Check the Asbestos register before commencement of work and comply with our Asbestos policy
- The borrowing of Estates maintenance tools and equipment is not permitted.
- Safety equipment and security passes must be worn at all times.
- Hearing protection must be worn as directed.
- Eating is only permitted in authorised areas.
- You must not be under the influence of alcohol, drugs or other dangerous substances whilst at work.
- No smoking is permitted on the premises.
- All accidents / injuries must be recorded in the accident book, reported to security and RIDDOR requirements met.
- Means of escape, emergency vehicle access, fire extinguishers, hose reels etc, should not be obstructed in any way.
- If in doubt - ASK**

Contractor / agency staff member: I have completed an induction procedure and training applicable to access and work at the London School of Economics as required by the Estates Division.

Signed: _____

Print name: _____

Position: _____

Date: _____

Supervisor: I certify that the above mentioned staff / contractor has completed the induction procedure and training applicable to work at the London School of Economics as required by the Estates Division.

Signed: _____

Print name: _____

Position: _____

Date: _____