

GENERAL SAFETY INSTRUCTIONS FOR CONTRACTORS & OTHER VISITORS
(SEE ALSO COVID 19 INDUCTION)

CAMPUS:		
BUILDING:		
CAMPUS OR BUILDING MANAGER DETAILS:	NAME:	CONTACT NUMBER:

Welcome to Imperial College London. Your safety is important to us. To help ensure this we have given you this information sheet –**This induction is in two parts – general safety information and specific information relating to the College’s local COVID 19 procedures:**

YOU MUST COMPLY WITH THESE INSTRUCTIONS ALWAYS:

YOU MUST

- REPORT TO THE BUILDING RECEPTION AND FOLLOW ANY INSTRUCTIONS GIVEN.
- TAKE NOTICE OF SIGNS (SEE OVERLEAF).
- IF YOU ARE INVOLVED IN AN ACCIDENT CONTACT THE BUILDING MANAGER, SECURITY OR ANY MEMBER OF STAFF IN THE DEPARTMENT THAT YOU ARE VISITING AS SOON AS POSSIBLE. FIRST AIDERS ARE IDENTIFIED ON THE RELEVANT SIGNAGE THROUGHOUT THE BUILDING.
- RING **020 7589 1000** FOR HELP (COLLEGE SECURITY)
- YOU MUST COMPLY WITH THE COLLEGE SMOKING POLICY WHILST ON THE PREMISES.
- IF YOU ARE A CONTRACTOR;
 - You will be referred to the building or maintenance manager or a lab manager on arrival at the reception desk.
 - And your work involves work in a hazardous area, such as a laboratory, roof or plant room, then a **Permit-to-Work** form must be completed before the work is carried out. This will be filled in by the person responsible for the area but must be read, understood and signed-off by the contractor. **See overleaf for an example.** The person responsible may request a written method statement before issuing the permit. The areas covered by the permit will be specified on the form.



IF YOU DISCOVER A FIRE DO NOT PUT YOURSELF AT RISK. SOUND THE ALARM AND LEAVE THE BUILDING. IF YOU HEAR THE FIRE ALARM RINGING LEAVE THE BUILDING IMMEDIATELY BY FOLLOWING THE ‘FIRE EXIT’ SIGNS AND GO TO THE FIRE ASSEMBLY POINT.

LOCATION OF FIRE ASSEMBLY POINT:

Safety Signage

You must comply with all safety signage and displayed notices across the College. If you do not understand the meaning of a sign or notice – please ask before entering the area.

Safety signage usually falls into 4 main categories:



Red circle

states prohibition e.g. No food or drink



Blue circle

states mandatory requirement e.g. safety glasses must be worn



Yellow triangle

provides a warning e.g. Biohazard



Green square/rectangle

provides safety information e.g. emergency exit

Access Signage



Red circle

Highly restricted access



Amber circle

Restricted access



Yellow circle

Limited access



Asbestos

Do not pierce, cut or remove labelled materials

Imperial College London		PERMIT TO WORK LABORATORIES AND ASSOCIATED AREAS	
Permit Number: XXXXXXXXXX			
1. PERMIT ISSUE DETAILS – to be completed by the Lab Manager (or other authorised person)			
Title of work/nature of job: Annual window cleaning			
Description of work: Building-wide cleaning of inside of windows, including those in laboratory areas.			
Location of Work Area:	Campus:	XXXXXXX	Room: 210-220
Building: XXXXXXXXX	Department/ Division:	XXXXXXXXXX	
Timescale of Work:	Date of required access:	Monday 20 Jan 2005	
Time of required access: 9AM	Completion Time:	10AM	
Services affected:			
None <input type="checkbox"/> Electrical <input type="checkbox"/> Piped gas <input type="checkbox"/> Steam <input type="checkbox"/> Water <input type="checkbox"/> Other (specify):			
Hazards:	Description:	Precautions:	
Biological	Containment Level 2 laboratory	1. Cease work in lab for 30 min while job is being carried out 2. Store hazardous materials and waste in safe location 3. Clear and decontaminate benchtops by windows 4. Temporarily relocate any equipment obstructing windows	
Chemical	Standard laboratory hazardous chemicals – flammables, corrosives, etc.	As above	
Radiation			
LASER			
Compressed gases/ cryogenics	2 x CO2 cylinders and 1 x 60 L liquid Nitrogen dewar in lab	No specific precautions – cylinders and dewar located well away from windows	
Other			
2. PERMIT ISSUE – this declaration must signed by the Lab Manager (or other authorised person)			
I confirm that the above work can be carried out and that I have informed all local staff whose work may be affected that their work shall be suspended.			
Lab Manager's (or other authorised person's) name:		Signature: J. Smith	
Date: 19/01/2005		Time: 17:00	
3. PERMIT RECEIPT – this declaration must be signed by the operative or contractor			
I have read and understood the precautions required and the restrictions placed on the time and place of work. I am satisfied that the work areas have been sufficiently cleared to allow the work to be carried out safely. I also understand that this permit deals with the control of laboratory hazards alone and other permits may be required for, for example, pipework isolations or hot works.			
Name of operative or engineer: Jim Jones		College Staff <input type="checkbox"/> Dept/ Div: Acme	
Signature: J. Jones		Company <input checked="" type="checkbox"/> Name: Acme	
Date: 20/01/2005		Time: 09:00	
4. WORK COMPLETION – this must be completed by the person named in Section 3			
The work described above has been completed and all personnel, materials and equipment have been withdrawn.			
Signature: J. Jones		Date: 20/01/2005	
Time: 09:30			
5. WORK ACCEPTANCE AND PERMIT CANCELLATION – to be completed by person named in Section 2			
I accept that the work has been completed and that the laboratory areas affected can now be made operational. This Permit is now cancelled.			
Signature: J. Smith		Date: 20/01/2005	
Time: 09:30			
Distribution: Top copy: Operative/ Contractor Middle copy: Lab Manager Pad copy: Building Manager			

EXAMPLE OF A
COMPLETED
PERMIT-TO-WORK
FORM

SECTIONS 1 AND 2
SHOULD BE
COMPLETED
AND SIGNED BY THE
PERSON
RESPONSIBLE FOR THE
AREA

SECTION 3 SHOULD BE
COMPLETED AND
SIGNED BY THE
CONTRACTOR HAVING
UNDERSTOOD ANY
PRECAUTIONS THAT
MUST BE TAKEN.




SECTIONS 4 AND 5
SHOULD BE SIGNED BY
BOTH PARTIES ON
COMPLETION OF THE
WORK


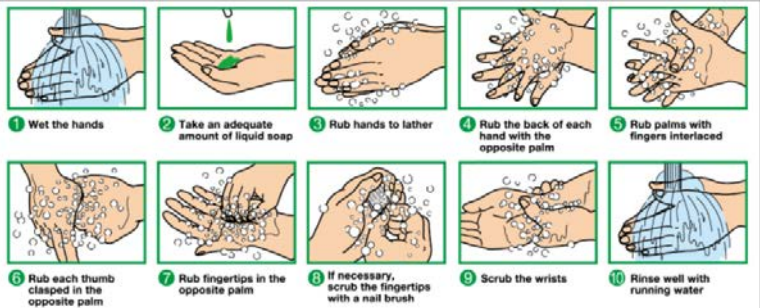


This induction contains essential information for all Contractors.

It highlights the current precautions recommended by the Government, which Imperial College is following to reduce the spread of COVID-19.

Please read it carefully, tick ✓ the 'check' column, and sign and date it before returning it to your Imperial College contact ie. Project Manager; Building Manager; Maintenance Manager, who will sign it and return the signed copy to you. Please retain the signed copy for your reference.

If you have any queries, please go to your Imperial College contact in the first instance.

		CHECK
<p>1. Signs and Symptoms</p> 	<p>Please inform your Supervisor immediately to discuss:</p> <ul style="list-style-type: none"> ○ a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) ○ a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) ○ a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal <ul style="list-style-type: none"> • if you've been in close contact with a person or anyone in the 'vulnerable group' who is a confirmed or suspected case of COVID-19 in the past 14 days (<2m, >15 minutes) • if after you have returned to work, any of the above applies or if you begin to feel ill at work. 	<p>✓</p>
<p>2. Social Distance</p> 	<ul style="list-style-type: none"> • The College uses a system of signs and procedures to help ensure you can go about your business while maintaining social distancing. • One-way systems are in operation in corridors, entrance, exits, stairs etc, as well as department-managed areas i.e. labs, workshops etc. • The use of LIFTS is restricted to those with difficulties in using stairs or those carrying heavy or large loads. • You must use face coverings as directed by the Imperial College for example where social distancing cannot be achieved i.e. in restricted spaces or during certain tasks. • A face covering is essential when visiting or walking around communal areas, where social distancing (<2m, >15 minutes) may not always be possible 	
<p>3. Face Covering</p> 	<p>In some locations and for some tasks it will be essential that you wear face coverings; in other locations, it may be mandatory. Your Supervisor will instruct you.</p> <p>Wearing a face covering does not protect you, but it can help protect others if you are infected and have not developed symptoms.</p> <p>When wearing a face covering:</p> <ul style="list-style-type: none"> ○ wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it; ○ when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands; ○ change your face covering if it becomes damp or if you've touched it; ○ continue to wash your hands regularly; ○ change and wash your face covering daily; ○ if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste; ○ practice social distancing wherever possible. <ul style="list-style-type: none"> • Please discard used masks and gloves carefully in bins provided. 	

<p>4. Hand hygiene</p> 	<ul style="list-style-type: none"> • Around the College, there are hand sanitisers and multi-surface cleaning wipes for you to use, as well as plenty of hand-washing facilities. • You should also carry personal bottles of hand sanitisers. • Ensure you wash hands thoroughly for 20 seconds with water and soap as frequently as possible and dry them properly. 	
<p>5. Infection Control</p> 	<ul style="list-style-type: none"> • Please note infection control procedures, including frequent cleaning of objects and surfaces that are touched regularly including door handles and entry code-buttons, light switches, handrails, toilet flushes, taps and dispensers, and commonly used equipment controls (e.g. photocopiers). • Perspex screens are installed in reception and service areas. 	
<p>6. Welfare</p> 	<ul style="list-style-type: none"> • Several College canteens as well the Building Café in the Ayrton Road Contractors portacabins are now open. Ensure that you scan the NHS COVID 19 Tract and Track QR code upon entry at any of the eateries. • You may be encouraged to bring your own food and hot drinks, as well as mugs and cutlery; if so, please keep them in your bag or locker. • In communal areas, please use the supplied cleaning wipes to sanitise coffee machines, kettles, fridge handles and microwave oven touch points and other hard surfaces before and after use. • Break times may need to be staggered, to maintain social distancing; your Supervisor will instruct you. • Toilet capacity will be reduced due to the need to maintain social distancing. If signs stating maximum capacity are in place, please do not exceed the permitted number. 	
<p>7. Shared equipment</p>	<ul style="list-style-type: none"> • Please avoid sharing equipment and tools e.g. power tools as these may be difficult to clean. • If sharing a keyboard and mouse is unavoidable, these should be wrapped in cling film by the user and then the cling film should be removed and discarded after use. • The College has provided hand sanitiser in common areas. 	
<p>8. Emergency</p>	<ul style="list-style-type: none"> • Your Supervisor will instruct you in local first aid, fire safety and other arrangements. 	
<p>9. PPE – including for lab access</p>	<ul style="list-style-type: none"> • You will be notified of any specific PPE e.g. for working in laboratories and research facilities by your Supervisor and the Lab Manager. • If your risk assessment has identified a need for respiratory protective equipment or another PPE, please use this as usual. 	

PRINT YOUR Name:	Signature:	Date:
Company:	Campus:	CID/Pass No:
Imperial College contact (Name/Dept):	Signature:	Date:

Additional information and videos:

Information on COVID 19: www.youtube.com/watch?v=Qg8sRsERlwU#action=share

How to wash your hands: www.youtube.com/watch?v=4ij1I0OB2hk#action=share