



Newcastle University

Estate Support Service

Contractor Induction Booklet

Important: The systems and requirements identified in this booklet must be conveyed to all contractors, their subcontractors and supply chains.

Estate Support Service: Delivering an Outstanding Estate

Estate Support Service

Contractors Health and Safety Induction

Purpose

To raise contractor's awareness of the potential hazards and risks associated with working on University premises.

Note: CDM Notifiable Projects - the contents of this booklet must be incorporated into Principal Contractors Health and Safety Inductions.

Procedure

1. All contractors will be issued a copy of this booklet.
2. Contractors must ensure that they have read and understood the contents of this booklet and have completed the Induction Assessment and Application Form on page 23. (Any queries should be raised with your University contact).
3. Once the Induction Assessment and Application Form has been completed, the form and a **digital photograph (JPEG)** of the individual must be sent to esscontractor@ncl.ac.uk . The Contractor Data Base will be updated.
4. Contractors must display their Contractor Identification badge at all times when on site.

Contents

1	Introduction
2	Parking and Rules for Vehicles Accessing the Site
3	Arrival at Site, Log in Procedure and Asbestos Register
4	Security
5	Noise and Disturbance
6	Code of Conduct
7	Dress Standards
8	Risk Assessment
9	Monitoring Performance
10	Incident/Accident Reporting
11	Housekeeping and Waste Disposal
12	Plant Rooms
13	Fire and Emergencies
14	First Aid
15	No Smoking
16	Working in Laboratories
17	Asbestos
18	Permits to Work
19	COSHH – Substances Hazardous to Health
20	Gas Cylinders - Acetylene, Propane, Oxygen etc
21	Alcohol and Drugs
22	Hot Work
23	Work at Height
24	PPE
25	Construction Site Health and Safety Inspections
26	Protecting the Public – Works Segregation
27	Sustainability
28	Control of Legionella
29	Site Specific Induction Check List
30	Induction Assessment and Application Form

1.0 Introduction and Induction Booklet Procedures

Introduction

Estate Support Service (ESS) is committed to ensuring the health, safety and welfare of all employees, students, contractors and others, is not adversely affected by the work it does.

This booklet has been produced to help make contractor's aware of hazards/risks and important safety arrangements rules and procedures.

The information contained within this booklet has been produced to provide contractors (and their subcontractors) with key information that will help them protect their own, and others, health and safety whilst working at the University.

Important: The information contained within this booklet is not exhaustive and additional precautions may be necessary for specific areas. Should you have any queries or concerns you must stop work immediately and seek further advice from your University contact.

2.0 Parking and Rules for Vehicles Accessing the Site

Contractors are only permitted to park on Campus when their vehicle is absolutely essential for carrying out the work eg there is essential equipment fixed to the vehicle.

Important: Principle Contractors are responsible for ensuring their subcontractors and supply chain comply with the requirements of the Contractors Parking Policy.

2.1 Contractors Parking Procedure

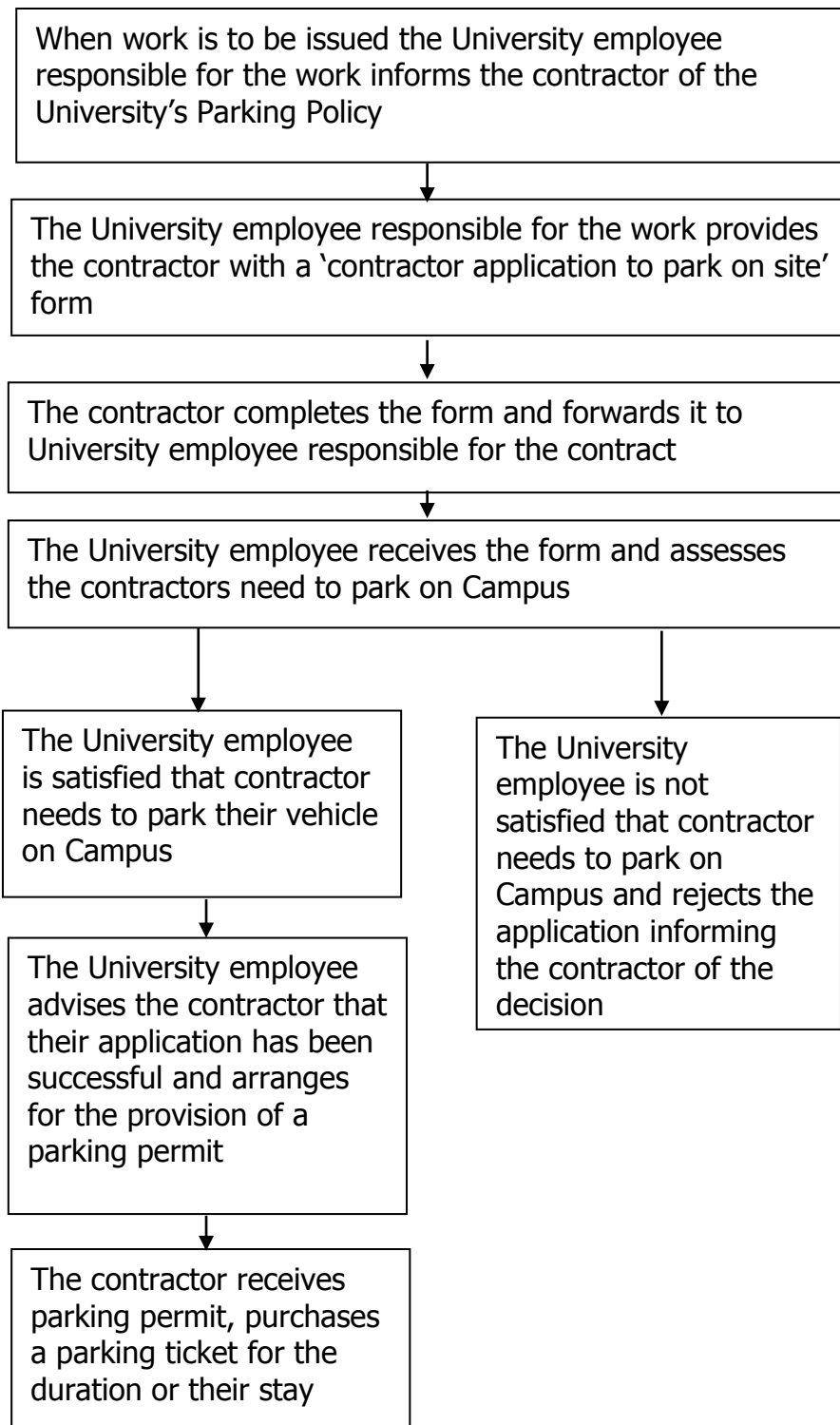
1. When work is awarded, a 'Contractors Application to Park on Site' form will be issued to the contractor and once complete it must be returned to the University employee that issued it.
2. The information on the form will be assessed and if the application is successful, a permit will be issued.

Parking Charges: Contractors issued with a parking permit must purchase a parking ticket from a University parking meter for the duration of their stay.

Both the "Contractor's Parking Permit" and a valid parking ticket must be clearly displayed in the vehicle at all times.

Failure to display a valid parking permit and parking ticket will result in a parking fine being served.

2.1.1 Contractor Parking Procedure (Flow Diagram)



2.2 Contractors Drop-off/Pick-up

2.2.1 Introduction

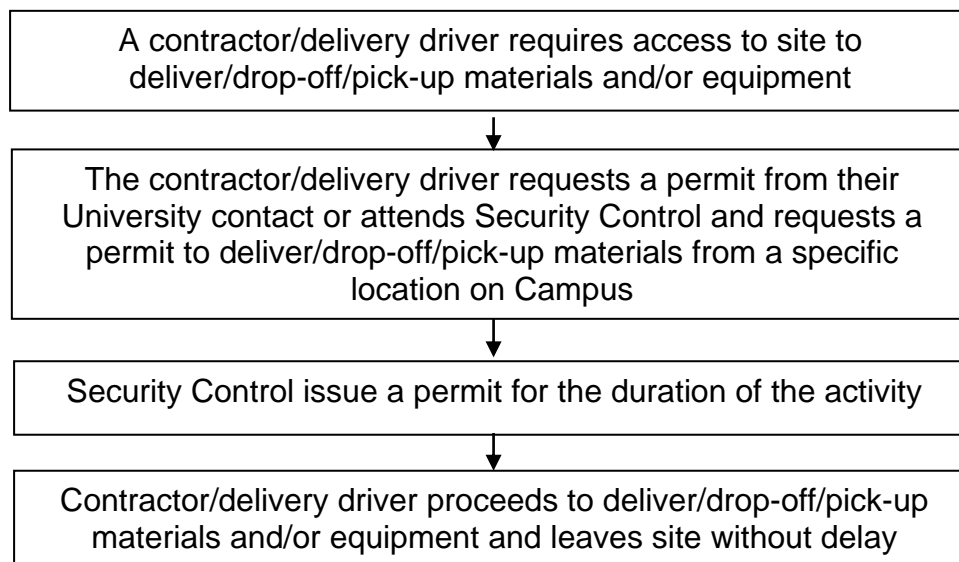
Contractor's vehicles that are not essential for the work being carried out but which are required to drop-off/pick-up materials and/or equipment at a specific location will be allowed a limited amount of time to do so without charge.

2.2.2 Contractors Drop-off/Pick-up Procedure

Contractors/Delivery Drivers wishing to deliver/drop-off/pick-up materials and equipment from a specific location on Campus must contact the University employee responsible for the work and request a permit or report to Security Control where they will be issued with a permit that allows them to do so.

Important: Permits are only required for deliveries/drop-offs/pick-ups that will exceed 30 minutes duration.

2.2.3 Contractors/Delivery Drivers delivery/drop-off/pick-up procedure



2.3 Driving on Campus - General Rules

- The maximum speed limit for the site is 10mph.
- Whenever possible reversing vehicles will have a banks-man in attendance.
- All vehicles being driven on Campus must have their headlights on dipped beam at all times.
- The use of mobile phones when driving is strictly prohibited.
- Parking/driving must be done in accordance with local signs and restrictions.
- Contractors parking on site must display a Contractors Parking Permit and a valid parking ticket from a University parking meter.

3.0 Arrival at Site – Log In/Asbestos Clearance to Work Register Procedures

For health, safety and security reasons it is essential that we (Newcastle University, Estate Support Service) know when contractors are going to start work on site. We use this opportunity to provide you with essential information about hazards and the precautions which must be implemented whilst working on Campus.

We need to know:

- where you are
- what type of work you are doing
- what time you expect to leave

You will be provided with access to the **University's Asbestos Clearance to Work Register** (which includes asbestos information on all pre 2000 buildings) available electronically in ESS Reception, first floor, Agriculture Building (ESS Head Office) and at Security Control, Ground Floor, Barras Building.

Important: It is a legal requirement that you read and fully understand this information before commencing work.

If you have any queries or concerns about the information provided you must not commence work until you have raised the issue with your University contact.

3.1 Arrival at Site – Asbestos Clearance to Work Register/Log in procedure

On arrival at site contractors must go to:

ESS Reception - Floor 1, Agriculture Building (opening hours 8.30 – 17.00)

Security Control - Ground Floor, Barras Building (opening hours 24/7)

(Refer to page 21 for Campus map)

Procedure

- 1 On arrival at ESS Reception (or ESS Security Control), you will be provided access to the electronic Asbestos Clearance to Work Register for the building(s) you are planning to work in.
- 2 You **must** read the information provided for the area(s) in which you are going to work (referencing floors and room numbers).
- 3 You must then complete the ESS Contractors Log in/Log out book – we require this information to monitor your health and safety whilst working on site.
- 4 When work is complete and you are about to leave site you **must** ring the point at which you logged in (ESS Reception/Security Control) and inform them that you are safe and are leaving site.

ESS Reception (Agriculture Building) - Telephone: 0191 2087171, 8.30am until 5pm (at all other times, including out of hours, weekends or holiday times, please ring ESS Security Control)

ESS Security Control (Barras Building) - Telephone: 0191 2086817

Important Note: These procedures are required by Law and University Policy, they have been implemented to help protect your health and safety and the health and safety of others studying, visiting or working at the University.

Failure to comply with these procedures will result in disciplinary protocols being invoked against you and/or your company.

4.0 Security

The University and its buildings are extensively covered by CCTV and the Campus is patrolled 24 hours a day by Security. In the event of any security problems eg damage, theft or fire etc you must contact Security.

- Security - 0191 2086817
- Emergency contact - 0191 2086666

To maintain the security of University buildings you should ensure that:

- Doors fitted with door entry controls are not propped open
- All tools and materials are secured at the end of each day
- At the end of the work (or working day) you must ensure that all doors and windows in the area you have been working are closed and secure.

4.1 Contractor Identification

All contractors must ensure they wear Contractor Identification badges at all times when working on Campus. Contractors must also ensure they wear corporate workwear (or PPE) that clearly displays the contractor's logo or company name.

4.2 Important: Keys and Smart Cards

When you are issued with keys or smart cards for access to secure/controlled areas, you are personally responsible for ensuring that those areas are left secure following completion of the work and/or at the end of each day.

You are also responsible for ensuring that all keys and smart cards are returned to the department that issued them. Failure to return keys/smartcards will result in your organisation being charged for replacement keys/smartcards and possibly locks.

5.0 Noise and Disturbance

Noisy work can be a huge distraction to those working or studying at the University. Prior to starting work contractors should check with their University contact to see if there are any time restrictions on noisy work being carried out. (Restrictions may be as a result of exams, lectures or presentations)

6.0 Code of Conduct

Offensive behaviour of any kind will not be tolerated on Campus. This includes swearing, gesturing, shouting or passing comments that are, or could be considered, threatening or of a demeaning nature.

7.0 Dress Standards

Contractors should ensure that all employees and subcontractors are dressed appropriately for the environment they are working in and the type of work being undertaken.

8.0 Risk Assessment

Important: Contractors **must always** have risk assessments (and any other assessments required by law eg COSHH) in their possession for the work they are planning to do on Campus.

The aim is to make sure that no one is hurt or becomes ill as a result of the work being carried out.

Remember to take account of your location and surroundings as well as the actual job you are doing.

9.0 Monitoring Performance

Contractor's health and safety performance on site is monitored and recorded, and this information is made available to all ESS staff responsible for engaging contractors. Poor performance, and that which drops below acceptable standards, will result in disciplinary protocols being invoked and could result in contractors being suspended or banned from working at the University.

10.0 Incident/Accident Reporting

All accidents, incidents (including environmental incidents) and near misses (in particular RIDDOR reportable incidents) must be reported to your University contact immediately.

11.0 Housekeeping and Waste Disposal

Poor housekeeping increases the risk of accidents, environmental incidents, fire and occupational disease.

Always ensure your work and rest area(s) are kept clean and tidy, and that waste is controlled and disposed of frequently.

11.1 Skips

All skips used on site must be enclosed and locked at night or when the site is not occupied. Skips containing combustible waste present a fire hazard and must not be positioned close to buildings, wherever possible contractors should aim to position skips a minimum of 5m away from buildings.

When your work is complete remember to:

- Remove all waste and excess materials
- Sweep up (vacuum or wet sweep if there is a lot of dust)
- Make good any damage (or mess) caused directly or indirectly by your work

Failure to maintain housekeeping to a high standard whilst working for the University may result in disciplinary protocols being invoked which may in turn affect future contracts/work with the University.

If housekeeping falls below an acceptable standard, or you leave site without having first cleared up, the University will arrange for a clean-up for which your company will be charged.

12.0 Plant Rooms

Plant rooms are extremely hazardous places to work due to the equipment they house.

Access to plant rooms is strictly controlled. You must not enter a plant room unless you have been given permission to do so.

If you require access to a plant room you must request this from your University contact. You will be informed of hazards and all necessary precautions you must take before access is provided.

13.0 Fire & Emergencies

13.1 Emergency Evacuation

On arrival at site, contractors must familiarise themselves with the location of:

- The nearest means of escape, these are indicated with green and white signs
- The 'fire' assembly point for that particular building, this will be identified on fire action notices (posted on entrances to all buildings)
- The location of fire fighting equipment
- The location of and means of raising the alarm (usually a break glass)

13.2 Evacuation Procedure

When evacuation of a building is required a continuous alarm will sound.

You must immediately make safe any equipment you are using, leave the building by the nearest exit and proceed to the appropriate assembly point. Once at the assembly point telephone your University contact and update them as to your status eg all evacuated.

You must not re-enter the building (even if the alarm stops sounding) until you are told it is safe to do so by a Fire Marshal, a Security Officer or a member of the Fire Service.

13.3 Raising the Alarm in the Event of an Emergency

Raise the alarm - shout for assistance (Fire! Fire! Fire!), operate the nearest fire alarm (break glass) and evacuate the building using the nearest exit.

Firefighting - only attempt to fight a fire if you have been trained in the use of fire fighting equipment and it is safe to do so.

Telephone the emergency services (999 (mobile) or 9-999 (University landlines)).

Inform Security Control - after leaving the building you must contact Security Control (0191 2086666) and provide them with the following information:

- Nature of the emergency
- Location
- Number of casualties (if any)
- Which emergency services are required

13.4 Fire Detection and False Alarms

Creating dust and fumes can cause automatic fire detection systems to activate resulting in significant disruption and **false alarms**.

If your **work is likely to produce dust, smoke and or fumes** you must liaise with your University contact and agree the most appropriate method for isolating fire alarm detection systems.

13.6 General Fire Safety Do's and Don'ts

Don't block fire escape routes or exits

Don't leave gas cylinders unattended; do not leave them on site overnight

Don't store flammable liquids near heat sources

Don't prop open fire doors (exceptions can be made when handling goods however doors must be closed at night)

Don't obstruct fire safety signs or equipment with materials or tools etc

Don't use portable heating devices (specific permission from your University contact is required for portable heaters)

Do store flammable liquids in flammable liquid lockers

Do seek permission when carrying out **hot work** and always use a **hot work permit**

Do keep the area tidy and dispose of waste frequently and at the end of each working day

14.0 First Aid

Contractors must assess the risks associated with the type of work they do and provide First Aid as appropriate.

14.1 Location of nearest Accident and Emergency Department

The nearest Accident and Emergency Department is located at the Royal Victoria Infirmary on Richardson Road, approximately 0.2 miles from the main Campus.

15.0 No Smoking

Newcastle University is a Smoke Free Campus. Smoking is only permitted in the following designated smoking shelters/areas:

- Claremont Walk
- Opposite the Robinson Library
- Herschel Car Park
- Rear of the Students' Union

16.0 Working in Laboratories (biological, chemical, radiation or engineering)

The laboratories at Newcastle University contain many potential hazards.

Contractors must never enter a lab unless they have first received permission from the School Safety Officer or Superintendent Technician for that particular lab.

The School Safety Officer/Superintendent will tell the contractor which hazards and risks are present and how to protect themselves.

The School Safety Officer/Superintendent will also inform the contractor of any rules that they must adhere to when working in the area.

16.1 General Advice for Contractors Working in Laboratories

- Never enter a lab unless you have first received permission from the School Safety Officer or Superintendent Technician for that particular lab
- Do not touch, or move, anything in a lab unless given specific permission to do so
- Always abide by the rules specific to working in a particular lab. The rules can differ from lab to lab depending on the nature of the work undertaken.
- Always ensure you wash your hands thoroughly after working in labs
- If in doubt about anything at all stop work and ask for advice

17.0 Asbestos

Asbestos was widely used in the construction of buildings prior to its eventual ban in 1999. It must, therefore, be presumed that asbestos is present in any building built before the year 2000.

Training

It is a legal requirement that all persons likely to encounter/disturb asbestos due to the work they do (that is anyone working on the fabric of or plant installed in buildings) must have up to date asbestos awareness training.

All contractors working on University premises must ensure they have received asbestos awareness training (or asbestos awareness refresher training) within the last 12 months.

Construction Projects

Asbestos Pre-refurbishment/Pre-Demolition Surveys

Contractors must always have a pre-refurbishment/demolition survey in their possession whilst working on University buildings built before the year 2000.

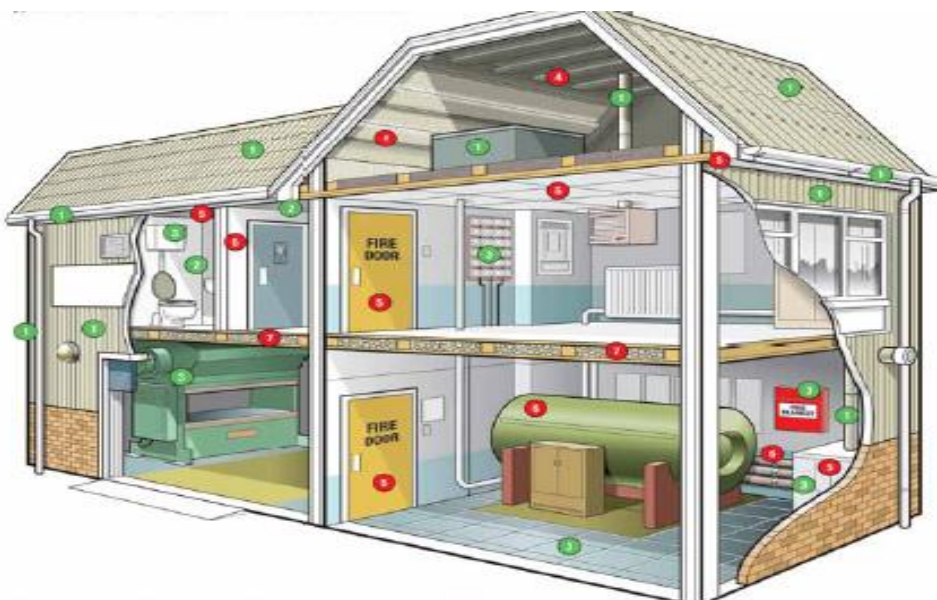
Contractors carrying out day to day repairs, maintenance or remedial works must, prior to starting work, attend ESS Reception, Floor 1, Agriculture Building or Security Control, Ground Floor, Barras Building, to log and view the asbestos register for the building they are to be working in.

17.1 General Asbestos Awareness

During the last century asbestos was very widely used as a building material.

It is estimated that over 3000 building materials and products contained asbestos.

Red and green discs have been used on the building below to indicate where asbestos can be found, however asbestos is not limited to these areas, this clearly demonstrates the extent to which asbestos was used.



The photographs below are further examples of where asbestos can be found:



Sprayed coatings on ceiling walls, beams/columns



Sprayed coatings on wall



Asbestos insulating board ceiling tiles



Asbestos insulating board panels



Asbestos insulation on pipes



Asbestos lagging on pipes



Asbestos cement wall panel



Asbestos cement roof



Textured coating



Textured coating



Floor tiles



Asbestos fire blanket

18.0 Permits to Work and Other Controlled Activities/Areas

Some work activities or work locations on Campus are considered to be so potentially dangerous that they are strictly controlled with the use of 'Permit to Work Systems' or 'other control systems'.

Permit to Work procedures, and other control systems, require specific actions to be taken which will minimise the risks associated with the work you are about to undertake.

Where a Permit to Work, or other control system, is required you must use it. Your University contact will provide you with the necessary permits and/or control systems.

Newcastle University requires Permits to Work/Isolation Procedures/Safe Systems of Work are used for the following activities

- Permit to Dig
- Confined Space Risk Assessment and Permit
- Hot Work Permit
- Fume Cabinet/Safety Cabinet/ Lab Drain Permit
- Electrical Isolation Procedure
- Electrical Live Working Procedure
- Mechanical Isolation Procedure Domestic Hot Water Systems
- Safe System of Work for Roof Access/Roof Access Permit
- Mechanical Isolation Procedure Heating and Ventilation
- Oxy/Acetylene checklist
- Walk in duct access log
- High Voltage areas Access permit and surveying risk assessment

Important: Contractors may use their own permit to work system (where they exist) however they must take account of the requirements and safety critical information contained within University permits eg site specific information relating to equipment positioned on roofs.

19.0 COSHH – Substances Hazardous to Health

There are a large range of hazardous substances stored and used at the University. Contractors and staff should be aware of this and ensure the area in which they are going to work is safe.

Contractors must ensure that COSHH assessments are always available and followed for any substances hazardous to health which are being used, or produced, as a by-product of the work activity.

20.0 Gas Cylinders

Acetylene – Because Acetylene is particularly dangerous in a fire situation the Fire and Rescue Service will evacuate everyone within 200metres of any cylinders involved in a fire.

Contractors must specifically request permission from their University contact before bring Acetylene to site.

You must follow the requirements of the Oxy/Acetylene checklist, copies are available online or from your University contact.

All Gas Cylinders - Rules

- Only the minimum quantity of gas cylinders required for the work may be brought to site
- Cylinders must never be left unattended
- Cylinders must be removed from site every night
- Always follow the Oxy/Acetylene Checklist and use a Hot Work Permit

21.0 Alcohol and Drugs

Contractors are required to ensure persons affected by alcohol, or drugs (including prescribed drugs) are not permitted to carry out work on University premises.

22.0 Hot Work

Hot Work, such as welding, grinding, brazing, heating etc must not take place in any building without a permit; to obtain a permit contact the University employee responsible for the contract.

Hot Work must always cease at least two hours before the end of the working day (this is to ensure that hot materials do not smoulder and then ignite when the work area is vacated).

23.0 Work at Height

Contractors must ensure that all work at height is risk assessed and complies with the requirements of the Work at Height Regulations. Only access equipment appropriate for the task must be used, the choice of equipment must take into account the activity, the tools/materials being used, the duration of the task and the environment in which it is being used.

24.0 PPE - Personal Protective Equipment

Contractors must observe Universities rules with regard to wearing PPE in specific areas eg plant rooms, labs etc.

Contractors must also wear all PPE specified in their own risk assessments and COSHH assessments etc.

25.0 Construction Site Health and Safety Inspections

All construction sites must be inspected at least once a month, inspections will be carried out by ESS employees responsible for the project, alternatively contractors may arrange to inspect the site themselves and forward copies of the inspection report to the ESS employee responsible for the project.

26.0 Protecting the Public – Works Segregation

Distribution: This document must be brought to the attention of all ESS managers, employees and contractors working on the University Campus.

26.1 Introduction

The purpose of works segregation is to protect people from encountering hazards that are present where work is, or has been carried out.

It is essential therefore that all work areas are clearly defined and physically separated, and that appropriate signage is in place to warn of hazards and restrictions to access.

Risk assessment will be used to determine the control measures necessary for effective segregation of works.

Traffic Cones and Hazard Tape

Traffic cones and hazard warning tape do not provide an effective means of segregation from construction activities, they are easily defeated and can even contribute to the hazards present on site by increasing trip and fall hazards, particularly for those with visual impairments.

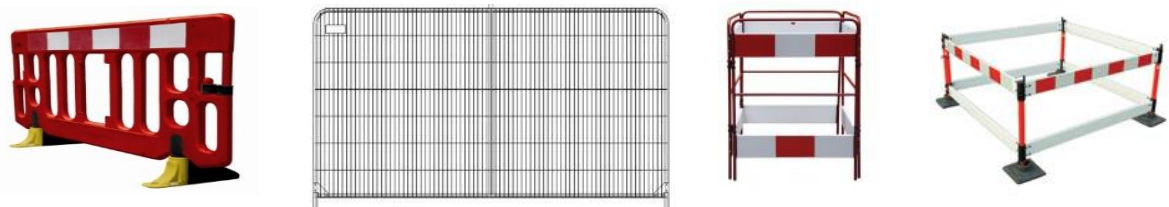
Important: In emergency situations the use of traffic cones and hazard tape to cordon off hazardous areas is acceptable as a temporary measure.

26.2 Fencing Systems

At all times it is essential that a fencing system is used for segregation that is proportionate to the nature of the construction activities, hazards and risks present eg **Sites and Compounds:** 2m close mesh fencing (Heras fencing), 2m solid hoarding. **Roads Footpaths and Internal Works:** Pedestrian Barriers.

Regardless of the type of fencing used contractors must ensure that it is adequately secured and maintained, to do this, daily (or periodic) inspections and remedial actions to reinstate systems are required to ensure it remains effective.

Fencing Systems/Pedestrian Barriers



Note: There are alternatives to the images above, if in doubt as to the suitability of fencing for the work location you should speak to your line manager, your University contact or the Health, Safety and Business Continuity Manager.

2m Close Mesh Fencing (Heras Fencing)

Where close mesh fencing is selected a number of additional design features are required:

- Blue debris netting should be installed to help contain debris and also to help screen unsightly skips, plant, materials etc from view (Note: Depending on the design of the installation additional bracing/weighting on the feet may be required)
- Feet supports should be designed, positioned and/or conspicuously coloured to minimise the potential for tripping
- All panels should be secured with a minimum of four couplers
- Gates or doors in the panels must be padlocked when the site is unsupervised
- Where fencing panels butt up to structures they must be secured to prevent the fence being easily opened/defeated, where it is not possible to fix fencing to the structure then fencing must be designed and installed so as to provide the maximum security. (Advice on options are available from the manufacturer/supplier).

26.3 Banks Men

Banks men may be used as an alternative means of segregation for short duration works. Banks men may also be used as an additional control measure to fencing when required by site conditions eg where control of pedestrians is necessary.

26.4 Work to Roads and Footpaths

All work to Roads and Footpaths on Campus must be planned and designed as if they are on the public highway, the requirements of Road and Street Works Act, Chapter 8 must be applied.

26.5 Construction Dust

When carrying out work such as the breaking, cutting or dressing of stone or concrete you must ensure a suitable means of dust suppression is employed to keep dust to a minimum, this may include installation of suitable screens or enclosures or the use of water spraying systems or extraction systems.

26.6 Signage

Suitable and appropriate signage must be displayed in prominent positions around the works at all times, including, as necessary:

- Warning signs
- Prohibition signs
- Mandatory signs
- Information signs (**ESS Standard Template**)

26.7 Information Signs

Where works are scheduled to last more than 5 days the standard ESS information sign must be installed in a prominent position.

The sign and its installation is the responsibility of the ESS representative responsible for the job.

The sign includes contact details of persons responsible for the work (ESS and Contractor) details of the project and project duration.

The sign may also include any significant points of note, plans or photographs etc that may help inform interested parties.

26.8 Site Compounds/Set Up

Areas allocated to be used as site compounds must be agreed with the ESS representative prior to start on site.

Consideration should be given to safe vehicle movement, storage and welfare requirements and to the impact of the compound on the immediate surroundings.

Site compounds are not to be used for parking contractor vehicles.

26.9 Removal of Site Set Up/Segregation

Contractors will ensure that **all** equipment, materials and waste etc is removed from site and that site conditions are made good promptly and within agreed timescales following the completion of work.

27.0 Sustainability

Newcastle University has an Environmental Management System (EMS) with the ISO14001 accreditation.

A copy of the University's Environmental Sustainability Policy is available at:
<http://www.ncl.ac.uk/sustainable-Campus/about/policy.htm>

The policy contains the following commitments:

- Meet and where appropriate exceed all relevant legislation, industry standards and other requirements to which the organisation subscribes.
- Prevent pollution by reducing emissions and discharges.
- Demonstrate continuous improvement in our activities which impact on the environment.
- To promote Education for Sustainable Development throughout the curriculum, supporting our Societal Challenge Themes and Vision 2021.

28.0 Control of Legionella

Contractors Managing Refurbishment Works

“The risk from legionella growing in peripheral parts of the domestic water system such as deadlegs off the recirculating hot water system may be minimised by regular use of these outlets. When outlets are not in regular use, weekly flushing of these devices for several minutes can significantly reduce the number of legionella discharged from the outlet. Once started, this procedure has to be sustained and logged, as lapses can result in a critical increase in legionella at the outlet.” (*The Control of Legionella Bacteria in Water Systems L8*)

When contractors take control of a building (or part of a building) they must ensure that they adopt the “**Legionella Control – Flushing/Purging Regime Infrequently Used Outlets**”.

29.0 Site Specific induction Checklist for use by ESS Employee responsible for commissioning the work

Topics	Covered
Location of Asbestos	
Personal Protective Equipment – Required for the area	
Permits to Work and other Control Systems Required	
Parking Requirements and Rules	
Welfare Facilities	
Risk Assessments	
Method Statements	
COSHH Assessments	
Access Arrangements	
University Contacts	
Notification of Unit	
Local Hazards to be aware of	
Log in & Log out Procedures	
Identification Badges	

Security Control
Ground Floor
Barras Building
0191 2086817



ESS Reception
1 Floor
Agriculture Building
0191 2087171

Useful Telephone Numbers

ESS Health and Safety Manager	0191 2086847
ESS Customer Services	0191 2087171
University Safety Office	0191 2086274
Security Emergency Line	0191 2086666
Security Control	0191 2086817
University Fire Officer	0191 2082542

30.0 Induction Assessment and Application Form

Prior to working at Newcastle University all contractors must complete this assessment. The completed assessment and a **digital photograph (JPEG)** must be emailed to esscontractor@ncl.ac.uk . Your details will then be entered onto our systems.

1. On arrival at site contractors must Log In at ESS Reception or Security Control, in which buildings will you find ESS Reception and Security Control located?
 - a) ESS Reception is in the _____
 - b) Security Control is in the _____

2. Where are the electronic Asbestos Clearance to Work Registers held?

3. Fire and emergencies, on entry to a building contractors must ensure they familiarise themselves with?
 - a) The nearest means of escape, these are indicated with green and white signs
 - b) The assembly point for that building will be identified on a blue and white sign (fire action notice) posted on entrance to the building
 - c) The location of fire fighting equipment
 - d) The location of and means of raising the alarm (usually a break glass)
 - e) All of the above

4. Newcastle University Campus is smoke free, where on Campus is smoking permitted? – *give one example*

5. Name 4 of the permits to work used at Newcastle University
 1. _____
 2. _____
 3. _____
 4. _____

6. Plant rooms are controlled areas, who can give you permission to enter a plant room?

7. Contractor Identification, what must contractors wear at all times when working on Campus?

Contractors Company Name:		
Employee Name (print)	Signature	Date