

CONTRACTOR HEALTH & SAFETY INDUCTION

GALLEON CENTRE



WELCOME

We are committed to providing a safe and healthy environment within the Centre. To ensure this, we expect your support in the following:

- Respect the policies, rules and regulations of the Centre
- Act reasonably, be well-behaved and show respect to others
- Carry out work or activities in a way that safeguards:
 - their own health and safety
 - the health and safety of anyone else who could be affected

AIM

You be aware of:

- Our commitment to health and safety
- Your responsibilities including Acceptable behaviour (conduct, smoking and working on site)
- Risk Assessments and Method Statements
- Rules for working on building fabric, services and infrastructure
- Parking on site

You know what to do if:

- You discover asbestos
- You hear the fire alarm
- You discover a fire
- You need to report an incident
- You need first aid treatment or the emergency services

Remember, if you have any concerns about working at the Centre then please speak to the Duty Manager.

CONTRACTOR RESPONSIBILITIES

- Please be respectful of customers and the impact of your works on them.
- You should always be dressed appropriately and wear company ID so that you can be easily identified.
- You need to be wearing – and using – the required Personal Protective Equipment to do your job safely.
- Work safely and think about the safety of others who may be affected by your works.

PERMIT TO WORK

Permits are required for each of the following

- ELECTRICAL WORK
- HOTWORK

FIRE SAFETY

- Never cover smoke or fire detectors unless you have been specifically authorised to do so.
- Remember, Hot Works may only be done under a permit to work.
- Keep fire exits and routes clear at all times.
- Do not wedge fire doors open
- Tidy up as you go – waste should be put in appropriate bins.
- Store flammable materials as directed.
- Smoking/Vaping is not allowed in the building.

RISK ASSESSMENTS AND METHOD STATEMENTS

- The Centre requires contractors to provide written risk assessments and method statements whenever there is a significant risk of injury associated with a job or activity.
- RAMS identify the things that could cause harm and injury and what needs to be put in place to protect you, your workmates and others from harm.
- You must make sure that you have read and understood any RAMS for your work.
- You must make sure that you properly follow the RAMS including properly implementing identified control measures.
- Report any concerns to your supervisor

ASBESTOS

No works should be carried out on building fabric, services and infrastructure unless the asbestos register has been checked to confirm that it is safe to proceed.

If you discover asbestos whilst working:

- Stop work immediately
- Make the work area as secure as possible
- Alert your Centre contact immediately

FIRE SAFETY ARRANGEMENTS

- Centre is fitted with automatic fire detection and audible alarms
- We carry out weekly fire alarm tests in all buildings.
- We have fire wardens in the Centre. Fire wardens will check designated areas to make sure that everyone has left the building in the event of an alarm.
- There is a designated assembly point for the Centre.
- Information on tests and assembly points should be provided by your Centre contact.
- Make sure that you know where your nearest exits are.

FIRE EVACUATION

If you discover a fire:

- Activate the alarm by pushing a red call point
- Fire extinguishers are provided in all buildings – you should only tackle a fire if you are confident in the use of an extinguisher and it is safe to do so
- Exit by the nearest fire escape route and go to the assembly point.

If you hear the alarm

- Stop working and make your area safe
- Do not take possessions with you
- Go to the assembly point and await further instructions
- Wait at the assembly point until informed otherwise

Never put yourself or anyone else at undue risk

FIRST AID

- All accidents, near misses and incidents must be reported to the Duty Manager as soon as possible after they have happened.
- If you require first aid or if you need an ambulance:
- Contact a duty manager or reception
- If an ambulance is required contact Duty Manager who will initiate a CODE1 alarm. Centre staff will call the emergency services and will meet them on arrival to direct them to where you are working.
- All first aiders are fully trained and have access to a first aid kit.

Defibrillator available on site

HOUSEKEEPING

- Keep floors clear to avoid slip, trip or fall
- Tidy and restrict cables to prevent them from becoming a hazard
- Clear up spills immediately
- Do not leave work equipment or materials unattended
- Tidy rubbish as you go
- Do not obstruct corridors or doorways
- Make sure that fire exits are kept clear

PARKING

- Contractors can use the Management car park on Douglas Street.
- Avoid using the main Centre car park as these are reserved for customers.
- Please note that there is Council on-road car parking available on Titchfield Street and Douglas Street.