
The custodian of this document is the Health and Safety Manager

Approved By: ___________________________ Date: ___________________________

Approvers Name: /October/2008

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Acknowledgement of Contractors Workplace Induction
i. **Purpose**

The University of Liverpool is primarily a research institute, however, provides a range of taught courses; this brings a wide range of specific hazards to our business.

With all contractors working on The University of Liverpool estate being a member of the Contractor Health and Safety Assessment Scheme (CHAS) and the majority undergoing a stringent vetting process during the establishment of their frameworks contracts; a minimum baseline for safety has been established.

This document has been designed to assist in the effective management of health and safety, to act as a guidance; to inform contractors of specific hazards / standards / procedures / process while working on The University of Liverpool estate.

It is the contractors’ responsibility to ensure that all their employees, and those of their sub contractors, who will be working within The University of Liverpool estate are aware of the requirements of the Code of safe working practices for contractors and the Health and Safety rules of the department or area in which they are working.

*Note: The document does not replace the need for contractors to manage their own Health and Safety, develop risk assessments and safety systems of work for their activities while working at The University of Liverpool estate.*
1. The University of Liverpool

1.1 History of The University of Liverpool

The University of Liverpool was one of the first civic universities. Founded in 1881 with the establishment of University College Liverpool, the College opened in 1882 with 45 students on Brownlow Hill.

From the start, it recruited notable scholars and received generous financial support from the people of Liverpool. A high proportion of the original students came from Merseyside; for poor yet able students there were scholarships and fellowships. The University grew quickly, and the famous Victoria Building, the original ‘redbrick’ designed by Alfred Waterhouse, was opened in 1892.

The University attracted the pioneers of the day, including Professor Oliver Lodge, who made the world’s first public radio transmission in 1894. Two years later, Lodge demonstrated the use of X-ray photography by taking an image of a bullet in a boy’s wrist. It was the first time an X-ray had been used for surgical purposes in the UK.

1899 saw the foundation of the Liverpool School of Tropical Medicine. Future Nobel Prize winner Ronald Ross, who had just completed his renowned research into the origins of malaria, was appointed at the helm.

In 1903 the University received its Charter. This enabled the University to confer degrees in its own right, and so University College of Liverpool became The University of Liverpool.

The University quickly established itself as an incubator for success. Professor Charles Glover Barkla’s research into X-Rays won him the Nobel Prize for Physics in 1917 and Sir James Chadwick was awarded the Nobel Prize for Physics in 1935 for discovering the neutron.

Other successes included Allan Downie, Professor of Bacteriology from 1943 to 1966, who was instrumental in the eradication of small pox and Dr Robert Minnitt, Honorary Lecturer in Anaesthesia from 1933 to 1947, who developed the use of gas and air in childbirth.

More recently, Sir Joseph Rotblat was awarded the Nobel Peace Prize in 1995 for his work on limiting the threat posed by nuclear weapons.

The University entered the 21st Century with great confidence. Its £9m Management School opened in 2002, offering world-class business education and a £25m Bioscience Centre opened in 2003 providing first-rate facilities for research, teaching and new biotech businesses.

Today, the University has over 230 first-degree courses offered across 103 subjects, over 19,000 registered students and an annual income of £245 million, which included £90 million for research. The University remains strongly committed through the teaching and research of its staff to the ‘advancement of learning and ennoblement of life’ which the people of Liverpool helped establish over a century ago.
1.1 Facilities Management Department

1.2.1 Structure of the department

The Facilities Management Department is dedicated to providing a wide range of support services concerned with the management, development and maintenance of the 100 acre University estate. The eight halls of residence location at Greenbank and Carnatic, the Philip Leverhulme Equine Hospital, the Farm Animal Hospital and Ness Botanic Garden location in the Wirral, encompass the majority of the estate.

The Maintenance section is responsible for providing all services relating to the day-to-day operation of the University estate. This includes heating, lighting, electrical power, building fabric and services, repairs, reactive and planned maintenance.

The Business Services Division is responsible for supporting all areas of the Facilities Management Department. It provides a number of key internal functions to ensure the entire Department can perform, these include; Finance and Administration; Estate Strategy and Space Management; Telephone Services; Quality Assurance and Web and IT.

The Project Management Division, manages, on behalf of the University a wide range of projects ranging from small alterations to major construction and refurbishment projects, utilising in-house or external design and professional services.

The Facilities Services Division operates a number of services (list above) to support the business.
2  Key contact details

2.1  Key contacts

All Emergencies  ~ 0151-794-2222

University Operator  ~ 0151-794-2000

Security (non emergency)  ~ 0151-794-3252

University Safety Advisors Office  ~ 0151-794-3242 / 0151-794-3244

Facilities Management Health & Safety Manager  ~ 0151-794-3172

Facilities Management Maintenance Manager  ~ 0151-794-3151

Facilities Management Design Group Manager  ~ 0151-794-2081

Facilities Management Senior Project Managers  ~ 0151-794-2562 / 0151-794-2908

Facilities Management Electrical Engineer issues  ~ 0151-794-2190

Estates Maintenance Manger  ~ 0151-794-6215

Halls of Residence Surveyor  ~ 0151-794-7812

Response Desk  ~ 0151-794-2277

Telephone Services  ~ 0151-794-3456

For internal mobile numbers dial  ~ 0151-794 + for digits

For internal desk numbers dial  ~ 0151-79 + five digits

3  Access to and Egress from the site

3.1  Vehicles & driving safely

While driving on the roadways on The University of Liverpool estate it is essential that you obey the 15mph. speed limit. In some instances it is will be essential to drive on pedestrian thoroughfares, in these case hazard warning lights must be on and/or reversing sirens activated at all times.

Pedestrians have the right of way on The University of Liverpool estate.

3.2  Parking on site

Approved University contractors may be authorised to park their official liveried on the Campus. Proximity cards will be issued to a contractor for a limited number of liveried vehicles, following receipt of the publicised annual charge for each vehicle. Contractors wishing to park their personal vehicles may only park in a designated visitor car park. To apply for a proximity card please request an application form from 1st floor, Bedford House Reception.

Contractor’s vehicles must not be parked in a manner which affects the access / egress of emergency vehicles. A clamping system is in operation across the University campus and illegal parking will result in your vehicle being clamped and a release fine being imposed.

All contractors will be expected to use only designated walkways and access / egress routes whilst working on University premises. If as part of the planned work alternative routes have to be used
or identified, then appropriate control measures must be introduced to ensure the safety of the contracting team.

Except for loading and unloading the contractor must not park vehicles on the Universities grounds unless express agreement has been obtained from the person controlling the works.

The speed limit on campus is 15 mph and should be adhered to at all times.

3.3 Delivery of material

While planning the works with the person in charge of the works the delivery of large amounts of materials must be discussed. Special arrangements may be required for the safe delivery of supplies of large amounts of materials, for access, parking and the unloading, loading of these supplies, certain time restriction may be applied.

3.4 Access to buildings

Access to buildings on the campus will be arranged by the person in charge of the works; in some circumstances keys to common areas may be issued, however, this is strictly controlled. Swipe cards and specific keys will not be issued to any contractors.

If you have been given access to a specific location NEVER let any other person into the building, even if the person has a The University of Liverpool staff card. If people require access they should contact Security.

4 Pre-commencement of work

4.1 Arrival on site

It is essential when you arrive on site that you report to the person in charge of the works, the building Manager / Building Porter and / or person named on the job tickets as appropriate. This must previously be agreed with the person in charge of the works.

If you are required to report to the Facilities Management Offices, they are located at Bedford House and are open Monday-Friday 08:30am-5.00pm.

If works are required outside normal office hours alternative arrangements must be made with the person in charge of the works for building access.

Should you need to contact the Facilities Management Office outside of normal office hours, please contact Security on 0151-794-3252, as they will be able to assist you.

4.2 Conduct and behaviour

Whilst on site, you must ensure that the general behaviour and demeanour of you and your colleagues is such that it does not cause offence or disturbance to any member of the University community.

The Facilities Management Department will take appropriate action against any contractor, including sub-contractors – where such practices are observed.

The University's Policies on Equal Opportunities and Disability must be observed by you and your colleagues whilst working on site.

4.3 Disturbance

Before any works commence on site you should make enquires with the person in charge of the works and discuss the occupancy of the area.

It is essential that you are aware of exam periods, lecture times and any other contractors that are working in the area. Disturbance to the academics must be, so far as is responsibly practicable, kept to a minimum.
Swearing, cursing, shouting or behaving in a rowdy manner will result in the individual being permanently excluded from working at The University of Liverpool. Nuisance noise must be so far as is reasonably practicable, be kept to a minimum, the use of radios are not permitted anywhere on site.

4.4 Uniform

All contractors working on The University of Liverpool estate shall wear clothing or uniforms bearing the company logo. During periods of hot weather; the wearing of shorts or removal of tops is not permitted anywhere on site.

4.5 Smoking, Alcohol and Drugs

All areas of The University of Liverpool are designated ‘no smoking’ areas. This includes offices, workrooms (including laboratories and work preparation areas), lecture theatres, seminar rooms, common rooms, corridors, stairwells, lifts and toilets. Smoking is also prohibited in areas close to open windows and building entrances building entrances, where those entering or leaving many inhale smoke. The University of Liverpool request you do not smoke within five meters of a doorway or open window.

Since 1 July 2007 smoking is prohibited by law in virtually all ‘enclosed’ and ‘substantially enclosed’ public places and workplaces, in particular, pubs, restaurants, and shops.

While working on The University of Liverpool estate the consumption of alcohol or drugs immediately prior to or during working hours is NOT permitted. If you are found to be under the influence of drugs or alcohol while you are at work you may be subject to disciplinary action which may result in you being removed from site.

4.6 Variation of work

It is important that any deviation from the works described in your order or job ticket are discussed with the person in charge of the works. Any variation for the original order or job ticket must be agreed in writing before any further consequences.

4.7 Identification

While working on The University of Liverpool estate company logoed clothing must be worn. You must be in possession of your company identification card, which must be visible at all times. Your company identification card must not be transferred to anyone else; transferring of identification cards may result in you being removed from site.

All vehicles used on and around site must be suitability marked with you company logo.

5 Specific hazardous, procedures & safety requirements

5.1 Working in laboratories

There are numerous laboratories across The University of Liverpool estate; with a variety of hazardous infectious agents, radiation to name a few. If your works require entering a laboratory it is essential you discuss the potential hazards in that particular laboratory before any work commences with the laboratory supervisor and the person in charge of the works.

While working in the laboratory it is paramount you do not touch any experiments or equipment. If equipment, materials have been left in your work area stop work and contact the person in charge of the works, they will ensure the safe removal of the equipment and materials to enable you to carry on working.
5.2 Asbestos

The University of Liverpool is an aging estate and the presence of asbestos is common throughout many of the buildings. Before any works are undertaken the asbestos register must be consulted, you must request the information from the asbestos register via the person in charge of the works.

If work involves instructive works, a Type 3 Surveyor will be required before any works can commence, this must be arranged and managed by a Facilities Management staff member; the person in charge of the works.

The University of Liverpool operates a unique asbestos labelling system; please make yourself aware of the labels.

If during any works you discover disturbed or damaged asbestos or suspected asbestos containing material, work must stop immediately and you must inform the person controlling the works and the Health & Safety Manager from the Facilities Management Department. The area must be sealed off to prevent staff and students from entering the area.

The University has adopted a Code of Practise for Asbestos Management in buildings; this can be obtained from the person in charge of the works.

5.3 Permit to work systems

5.3.1 Confined spaces

The University of Liverpool operates a confined space permit to work systems, if any works are identified as a confined space via the risk assessment process, a permit-to-work shall be required from the person in control of the works. To obtain the permit-to-work a suitable and sufficient site specific confined space risk assessment and safe system of work will be required for the works.
Working around The University of Liverpool estate you will come across two forms of confined spaces signage.

The University of Liverpool has identified areas where entry into a location will fall under the requirements of the confirmed space procedures and areas where the confined space procedure applies irrespectively of the works that are being undertaken.

Other areas may be subject to The University of Liverpool confined spaces procedure depending on the work you are undertaking.

5.3.2 Hot works

The University of Liverpool operates a hot works permit-to-work system, if any works are identified as hot works via the risk assessment process a permit-to-work shall be required from the person in control of the works. To obtain the permit-to-work a suitable and sufficient site specific risk assessment and safe system of work will be required for the works.

5.3.3 High Hazards ~ Laboratories

The University of Liverpool operates a laboratory high hazard permit for all maintenance works undertaken in a Laboratory Biosafety Level 2 or above. If any works are identified in a laboratory Biosafety Level 2 or a above you must ensure you obtain a high hazard permit from the laboratory supervisor.

**Biosafety Level 1 (BSL-1)**

Biosafety Level 1 is suitable for work involving well-characterized agents not known to consistently cause disease in healthy adult humans, and of minimal potential hazard to laboratory personnel and the environment. The laboratory is not necessarily separated from the general traffic patterns in the building. Work is generally conducted on open bench tops using standard microbiological practices. Special containment equipment or facility design is neither required nor generally used.

**Biosafety Level 2 (BSL 2)**

Biosafety Level 2 is similar to Biosafety Level 1 and is suitable for work involving agents of moderate potential hazard to personnel and the environment. It differs from BSL-1 in that (1) laboratory personnel have specific training in handling pathogenic agents and are directed by competent scientists; (2) access to the laboratory is limited when work is being conducted; (3) extreme precautions are taken with contaminated sharp items; and (4) certain procedures in which infectious aerosols or splashes may be created are conducted in biological safety cabinets or other physical containment equipment.

**Biosafety Level 3 (BSL 3)**

Biosafety Level 3 is applicable to clinical, diagnostic, teaching, research, or production facilities in which work is done with indigenous or exotic agents which may cause serious or potentially lethal disease as a result of exposure by the inhalation route.

**Biosafety Level 4 (BSL 4)**

Biosafety Level 4 is required for work with dangerous and exotic agents that pose a high individual risk of aerosol-transmitted laboratory infections and life-threatening disease. Agents with a close or
identical antigenic relationship to Biosafety Level 4 agents are handled at this level until sufficient data are obtained either to confirm continued work at this level, or to work with them at a lower level. Members of the laboratory staff have specific and thorough training in handling extremely hazardous infectious agents and they understand the primary and secondary containment functions of the standard and special practices, the containment equipment, and the laboratory design characteristics. They are supervised by competent scientists who are trained and experienced in working with these agents.

5.3.4 Work on or near live high voltage cables or equipment

All planning and preparation for the work shall be agreed between a University Authorised Person and the Senior Authorised Person.

Plans shall be provided by both parties and a schedule of switching shall be jointly agreed.

All switching in order to achieve safety from the system shall be carried out by a University Authorised Person and a Senior Authorised Person. Unique safety locks shall be applied at all points of isolation.

The approved procedure for safety locking shall be either
(i) Use of multiple hasp devices such that both parties each can apply their own lock, or
(ii) Storage of all safety lock keys in a key safe with at least two keys and one to be held by each party

An Isolation Certificate shall be issued by one party to the other to confirm the precautions which have been taken and which will remain in place during the course of the work.

Upon completion of the work, the Isolation Certificate will be cancelled. Co-ordinated switching will then take place to restore the system to normal.

When testing requires the removal and replacement of Circuit Main Earths, then switching shall be carried out the University Authorised Person following a written request from the recipient of the Isolation Certificate

Safety Documents

Limitation-of-Access – A written authority issued by an Authorised Person for specified tasks to be undertaken in an area or location which is under the control of an Authorised Person for electrical safety reasons, and for which a Permit-to-Work or Sanction-for-Test are not appropriate.

Permit-to-Work – A form of declaration signed and issued by an Authorised Person, to a person in charge of work to be carried out on any high voltage electrical equipment. It makes known to such a person exactly what equipment is dead, isolated from all live circuit conductors, has been discharged, is connected to earth, and is safe to work on

Sanction-for-Test - A form of declaration signed and given by an Authorised Person to a person in charge of testing of high voltage electrical equipment. It makes known to such person exactly what equipment is to be testing and the condition under which testing is to be carried out

5.4 Isolation of essential services

If you require isolation of any essential service, prior approval must be obtained from the person in charge of the works. You must not connect to or interfere with any essential services; again approval must be obtained from the person in charge of the works.

All isolates and connections must be made by The University of Liverpool Facilities Management employees; this must be arranged via the person in charge of the works.

5.4.1 Essential services

- Connect or isolate reticulated Compressed air
- Isolate of fire panels
Isolate any electrical installation work
Connect or isolate mains water supply
Turn off air-condition or ventilation systems
Connect or isolate reticulated gas systems
DO NOT touch any wiring that you are not familiar with

5.5 Fire Emergencies

The University of Liverpool is committed to a high standard of fire precautions in order to protect life and its assets. It is essential you make yourself aware of the emergency exits and fire arrangements for the buildings; the person in control of the works will inform you of all emergency exits and the assembly point for the building you are working in.

Fire Action

If you discover a fire

- Sound the alarm
- Dial 2222 – call the fire brigade
- If it is safe & you have been trained, fight the fire

If you hear the fire alarm

- Leave the building by the nearest possible means
- Report to your assembly point

DO NOT

- Collect belongings
- Use the lift
- Re-enter the building until told it is safe to do so by the building Fire Officer or Deputy

Fire Fighting Equipment

It is important to remember that the main priority upon hearing the fire alarm is to leave the building quickly and safely, however, you should be aware of the location of any fire fighting equipment within your place of work. Ask you mentor now.

ONLY USE FIRE FIGHTING EQUIPMENT WHEN IT’S SAFE AND WHEN YOU HAVE BEEN TRAINED.

5.6 Accident / Incident Reporting

All accidents, incidents and near misses must be reported to the person controlling the works on behalf of The University of Liverpool by the quickest possible means. This shall be further followed up by the completion of The University of Liverpool accident and incident report forms. This form can be obtained from the person controlling the works on behalf of The University of Liverpool.
5.7 **Electrical**

You must not connect to, or interfere with any electrical or other services of The University of Liverpool without express permission in writing of the person in charge of the works.

The University of Liverpool Facilities Management Department has adopted an electrical isolation policy; please ensure you are made aware of this policy from the person in charge of the work.

5.8 **Restricted areas**

The University of Liverpool is a research establishment and has many restricted areas to specially trained staff and students; for example in the school of medicine, the veterinary school, Chemistry & Physics. It is essential all works in these departments are properly planned to enable the department to have enough lead in time to ensure maintenance contractors are not at risk from there activities and/or controls can be establish to ensure the safety of contractors working in these areas.

5.9 **Excavations**

Before any excavations are undertaken on The University of Liverpool estate it is essential you seek approval from the person in control of the works. As well as numerous services, the west coats main line runs underneath the Campus and it is essential you are aware of this before any excavation takes place.

5.10 **Legionella (statement of control)**

As it is not possible to prevent the Legionella bacteria, The University of Liverpool, Facilities Management Department actively manages the outbreak of Legionella across the estate. The Legionella policy sets out how The University of Liverpool identifies and manages the risks from exposure from the Legionella Bacteria. A copy of the Legionella policy can be obtained from the person in control of the works on your request.

5.11 **Work at height (approved list of scaffolders)**

The University of Liverpool has undergone an exercise to establish a list of six competent scaffolding firms based in the Northwest. An approved list of scaffolding contractors is now in place, only scaffolding companies on the approved list can be used on the University of Liverpool estate. When procuring scaffolding you must only use one from the approved list. A list of scaffolding firms can be obtained from the person in control of the works.

5.12 **Weekend working**

Where work is planned on a weekend or public holiday, written approval should be sought from the person in control of the works. Specific times should be agreed to enable security to allocate individuals to allow sufficient access and egress to buildings. Security requires 48 hours notice.

5.13 **Housekeeping**

The University of Liverpool adopts a high standard that requires you to ensure that;
- All materials, equipment, rubbish is removed from site once your works have finished.
- All stairways, passageways, gangways and corridors are kept free of materials, supplies and obstructions of any kind.
- Materials and supplies are kept away from the edges of ladders, stairways and any unprotected floor openings.
- All spillages are cleared up immediately using the appropriate procedure.
- Any shared welfare facilities offered by the University such as toilets, wash up facilities and drinking water etc are kept clean and tidy.
5.14 Ceiling Spaces

The University is aware that certain ceiling voids within specified buildings may contain hazards such as live cables, unspecified debris, sharp edges, dust and other irritants such as fibre-glass. Prior to entry into any ceiling space, the person in charge of the works for Facilities Management should be contacted to establish what hazards are present.

5.15 Working on roofs

Working on roofs at The University of Liverpool can be particularly hazardous; numerous unusual hazards can are present on the roofs, for example; radiation from telecommunications masts, fragile roofs, chemical stacks, plant rooms. If roof access is required prior agreement must be sort from the person in charge of the works.

5.16 Pedestrians

While working in The University of Liverpool estate please ensure all work areas appropriately managed to alert pedestrians of your works and ensure the safe passage around the work site.

If the work site is to be left over night, suitable and sufficient fencing and signage must be installed.

6 Welfare

6.1 Use of University owned facilities

In certain circumstances The University of Liverpool toilets and washing facilities can be used, however, permission must be granted by the person in charge of the works.

There are numerous eating facilities open to you across the Campus, please respect the students and academic staff and ensure you change from any dirty work clothes prior to using these facilities.

Drinking and eating establishments on the Campus

- No 5 Abercromby Square
  - No 5 Bar ~ 9.00am-5.00pm
  - No 5 Salad & Sandwich Shop ~ 11.00am-2.00pm (closed out of term)
  - No 5 Bistro (1st Floor) ~ 11.30am-2.00pm
  - Dining Room 2 (table d'hote) ~ 12.00pm-1.45pm
- Eleanor Rathbone Lecture Theatre ~ Coffee and Snack Bar
- The Augustus John Public House ~ Sandwiches
- Modern Languages ~ Coffee & Snack Bar
- Sherrington Building ~ Coffee & Snack Bar
- Donnan Building ~ Coffee & Snack Bar
- Chadwick Physics ~ Coffee & Snack Bar
- Victoria Building ~ Coffee & Snack Bar
- Life Sciences Basement ~ Coffee & Snack Bar
- 126 Mount Pleasant Basement ~ Coffee & Snack Bar
- Student Union ~ Coffee & Snack Bar
7. Maps

7.1 Map of The University of Liverpool City Campus (L69 7ZP)
7.2 Halls of Residence ~ Map of Greenbank Halls of Residence (L18 8DH)
Greenbank Halls

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</tr>
<tr>
<td>Ibbotson’s Lane flats</td>
<td>30</td>
</tr>
<tr>
<td>Knowsley Suite</td>
<td>21</td>
</tr>
<tr>
<td>Knowsley Room</td>
<td>21</td>
</tr>
<tr>
<td>New Court</td>
<td>19</td>
</tr>
<tr>
<td>Old Court</td>
<td>18</td>
</tr>
<tr>
<td>Rathborne House</td>
<td>24</td>
</tr>
<tr>
<td>Reading Room</td>
<td>20</td>
</tr>
<tr>
<td>Roscoe and Gladstone Hall</td>
<td>27</td>
</tr>
<tr>
<td>Tennis Courts</td>
<td>25</td>
</tr>
<tr>
<td>Warden’s Court</td>
<td>29</td>
</tr>
</tbody>
</table>

Map Key

Main entrance/reception

Other entrance

Toilets for wheelchair users

Parking

Telephone (external)

Deliveries
7.2 Halls of Residence ~ Map of Carnatic Halls of Residence (L18 8DQ)
Carnatic Halls

Administration 5
Carnatic Close 1
Carnatic House 5
Cashpoint 9
Dale Hall 13
Dale Hall Annexe 14
Dining Room and Bar 5
Herculaneum Room 6
High Pastures 15
Lady Mountford House 2
McNair Hall 8
Morton House 3
New Lodge (reception for Morton & Lady Mountford Houses 4
Rankin Guest Wing 12
Rankin Hall 11
Salisbury Hall 10
Shop 9
Sick Bay 7
Squash Courts 16
Tennis Courts 17

Map Key

Main entrance/reception ▶
Other entrance ▶
Toilets for wheelchair users ⚒
Parking ⚒
Telephone (external) T
Deliveries D
7.3 Map of Leahurst (CH64 7TE)
Acknowledgment of Contractors Workplace Induction

I have received a contractor’s workplace induction from the Safety Officer or a representative from The University of Liverpool, part of which included all relevant Health and Safety information. This information was fully explained to me and I understand the importance of safety in the workplace.

NAME OF CONTRACTOR: __________________________________________

EMPLOYEE NAME: __________________________________________ DATE_______

EMPLOYEE SIGNATURE: ________________________________

MENTORS NAME: __________________________________________ DATE_______

MENTORS SIGNATURE: ________________________________

Contractors Copy

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NAME OF CONTRACTOR: __________________________________________

EMPLOYEE NAME: __________________________________________ DATE_______

EMPLOYEE SIGNATURE: ________________________________

MENTORS NAME: __________________________________________ DATE_______

MENTORS SIGNATURE: ________________________________

Mentors Copy