

Skypark.

**Site induction
information**

This briefing will provide basic information on your required actions while working within the Skypark Building.

General Access and Egress

When entering the building all operatives must sign in with the building staff and make him/herself known. Identification may be requested and should be shown to the staff at reception. It is imperative that all contractors are accounted for while on site to aid in any emergency evacuation head count.

While on site all contractor will remain within their permitted work area as detailed in their own method statement and relevant work permits. Anyone found out with these areas will be asked to leave site immediately.

When moving location within the building ensure the senior operative or building manager knows where you will be at all times, if lone working is expected the associated risk assessments, method statements and permits will be required.

When leaving the building temporarily or at the end of the shift all doors must be closed securely. Any operative found wedging fire doors, main doors or access routes will not be permitted to re-enter the premises.

Emergency Evacuation

The building has an automatic fire evacuation system, should any alarms be heard it is imperative you leave the building without delay. Make safe any works you are carrying out and leave by the nearest stairway. Do not attempt to use the elevators.

You may hear the alarm sounding in other areas of the building. Do not evacuate until the alarms are sounding in your area, as we may be carrying out tests on other floors.

Once outside the building make your way to your nearest muster point outside the building. Wait there until you are given permission to re-enter the building by the Centre Manager or Fire Service. Ensure you give your name to the person taking roll call.

General Health and Safety

All operatives should at all times wear the PPE as indicated in their method statements and risk assessments, it is the responsibility of all staff to work safely and observe site safety rules.

Any high risk works must immediately be notified to building management and the necessary permits obtained before work commences.

Site induction information

Smoking is only permitted in the designated smoking area located at the level -2 garden area.

Lone or confined space working is by high risk permit only.

Working on all electrical, gas, pressurised and life safety systems are high risk works and again special permits are required.

Protection and Clean up

All work areas should be protected to prevent damage to building fabric before works commence and should be cleaned and thereafter inspected by the building manager before being locked off and the works signed as completed.
