

Skypark.

OCCUPIER HANDBOOK



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2018

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Malcolm McFetridge, Centre Manager



Lynne Feighan, Deputy Centre Manager

Welcome to the Tenant handbook.

This handbook has been designed to provide you with as much information as possible about the wider estate, the services available to all occupiers and guidance on some of the key procedures should we need you to get involved.

Most of you will have already noticed the physical changes to the property going on around you, this is part of a long term plan to increase the sense of community, comfort and make the centre a warmer more welcoming environment to work in.

We are constantly striving to provide a friendly, approachable and proactive five star service that will see Skypark at the leading edge in innovative service delivery. To that end the team are constantly looking to better the offerings available on site, I would personally welcome any feedback on any of these services.

Please feel free to contact either myself or Lynne Feighan the Deputy Centre Manager at any time, we would be very happy to chat through any concerns or feedback you may have.

Malcolm McFetridge
Centre Manager



1.1 The Purpose of the Handbook

The aim of this handbook is to provide occupiers at Skypark with as much additional information as they may require for the efficient day to day running of their business. The handbook is intended to be updated regularly and can be referenced either in paper or electronic form. We hope that the handbook, combined with the Skypark website will provide all the information you need but if not the Management Team on-site or the Managing Agents, Workman are always willing to help. Their contact details are all included in this handbook.

By way of a brief introduction, Skypark is a diverse office complex in Finnieston, Glasgow which is spread across six buildings and extends to over 560,000 sq ft. It is owned by Hermes Fund Management on behalf of Britel Fund Trustees Ltd. An outlined plan of the complex is attached on page 7. The site has in excess of 600 car parking spaces and there are lots of additional facilities which are detailed later in this handbook such as storage cages, a meeting room and a café.

There is a full time Centre Manager, Malcolm McFetridge who, together with the Deputy Manager, Lynne Feighan is based in the Centre Management Office located in Unit 8A, on the ground floor of Skypark 1. Security is provided by an efficient team which is based in a Security Control Room from where a comprehensive CCTV coverage of the whole complex is monitored. There is security presence at Skypark 24 hours per day and 365 days a year. There is also two on-site maintenance operatives enabling us to react quickly and assist in any emergency situations as well as carrying out routine maintenance of Landlord common areas in a structured and cost effective way.

1.2 Your Lease

Obviously, all the tenant's leases will vary from each other in some way and also between individual buildings to reflect their different layouts. In the event of a specific query you should always refer to your original lease document and the following notes are intended to provide general direction only and are in no way intended to replace or override your lease. If you are in any doubt you may contact the managing agents or you should seek the assistance of your solicitor.

What are you responsible for?

Generally, the leases at Skypark are drawn so that everything within the line of the structural or internal walls forming the boundary of the tenant's demise is the responsibility of the tenant. This includes carpets, decoration, suspended ceilings, toilets including the fixtures and fittings and the kitchens (where provided).

In terms of the electricity supply the landlord is responsible for the supply to the tenant's distribution board and everything thereafter is the responsibility of the tenant. In terms of drainage, the tenant is responsible for pipes and drains within the demise up to the point where they connect to the main landlord's drainage.

The landlord provides a comprehensive system throughout the complex and each tenant is responsible for providing appropriate fire detection equipment and alarm detection into their suite with a tenant panel interfaced to the landlords system.

Water is billed separately by the landlord as there are a number of water meters serving various parts of the buildings.

If you have any concerns about what you are responsible for, please contact the centre management team or the managing agent.

What is the landlord responsible for?

The landlord is responsible for the repair and maintenance of the "common parts" of the building which include the structural elements including the foundations and walls, the roof, entrance ways, stairwells, lifts and external roadways and car parks.

1.3 What does the service charge cover?

In very simple terms the service charge provides for the recovery of costs for the services provided by the landlord for the benefit of the tenants.

Whilst the handbook has been prepared to assist occupiers, it is not intended to form part of any contract, expressed or implied, connected with or collateral to any agreement or lease granted or to be granted in respect of the building to which it relates. In the event of any conflict between the rules and regulations of this Handbook and the terms of your agreement for lease, lease or any other legal documentation, those terms will prevail.

2.1 Overview

Welcome to Skypark in Glasgow - a thriving business community of over 3,700 people in office, retail and academic accommodation. We extend across 6 buildings and provide over 560,000 sq ft of space making Skypark one of Scotland's largest in town business parks.

Our forward-thinking team are creating the first business hotel concept in Scotland - with five star services, a programme of social and networking events. We are committed to the use of Social Media and weekly emails to keep our occupiers updated on all activities.

For access to our Intranet, MySky, please visit www.skypark-glasgow.com/mysky/

Some useful links...



www.facebook.com/skyparkglasgow



www.twitter.com/skyparkHQ



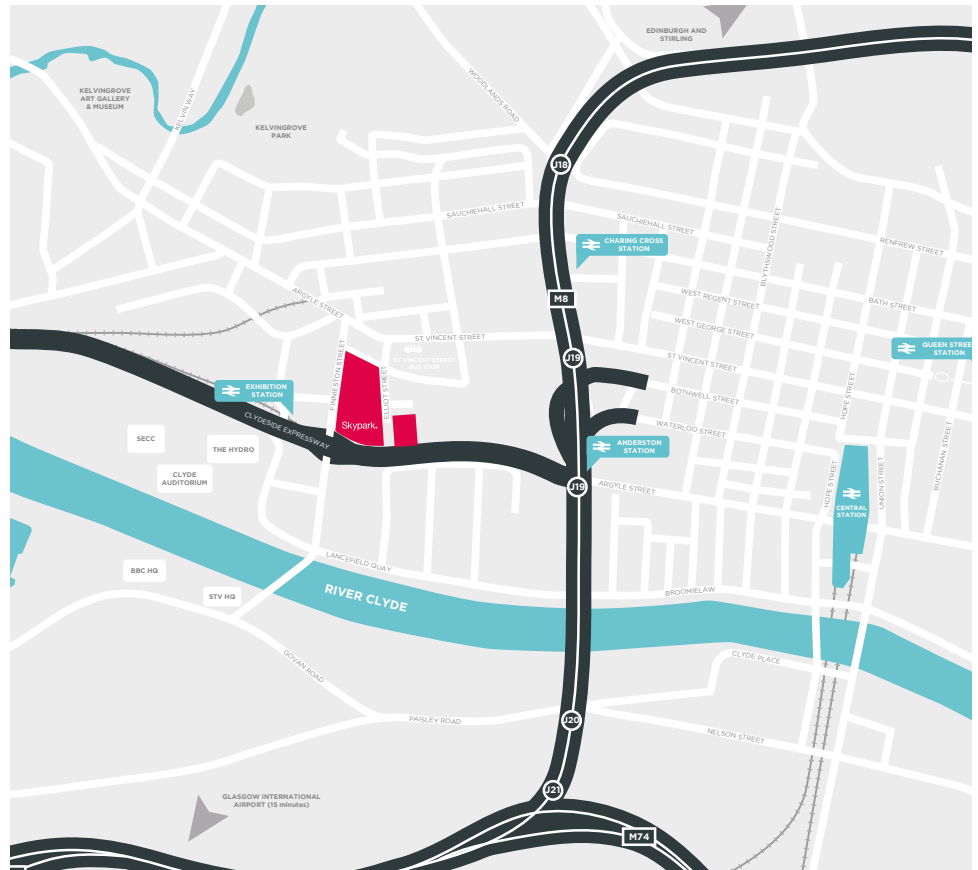
www.skypark-glasgow.com



www.skypark-glasgow.com/mysky

2.2 Location

Skypark is located in Finnieston, within walking distance of Glasgow City Centre, the West End, the Waterfront and New Media Quarter. Our neighbours include the BBC, the Scottish Exhibition Centre and Kelvingrove Art Gallery and we boast unrivalled direct rail, motorway and bus route connections, access to riverside cycle paths, on-site parking and free 2 hour parking for visitors.



2.3 Public Transport

Skypark is well served by public transport.

Airport

Skypark is located approximately 7 miles from Glasgow Airport which provides range of regular flights to both Domestic and International destinations.

Glasgow Airport | Tel: 0870 040 0008 | www.glasgowairport.com

Train

The Exhibition Centre railway station is located on the opposite side of Finnieston Street from Skypark and provides regular services in to Glasgow Central low level. Charing Cross Station is 10 minutes' walk away and provides regular services in to Glasgow Queen Street.

National Rail Enquiries | Tel: 0870 010 1296 | www.nationalrail.co.uk
Strathclyde Partnership for Transport | Tel: 0871 200 22 33 | www.spt.co.uk/rail

Buses

There is a regular bus service - number 2 provides regular service into the city centre from St Vincent Street.

Strathclyde Partnership for Transport | Tel: 0141 332 6811 | www.spt.co.uk/bus

Underground

The nearest underground station to Skypark is at St Georges Cross which is approximately 15 minutes' walk away.

Strathclyde Partnership for Transport | Tel: 0141 332 6811 | www.spt.co.uk/subway

2.4 Management Team and Responsibilities

Managing Agents

Workman has been appointed by BriTel Fund Trustees Limited as Managing Agents of Skypark. Workman's Glasgow Office, is located at 78 St Vincent Street, Glasgow G2 5UB. Telephone: 0141 226 5789

On-site Staff

Malcolm McFetridge
Centre Manager

Malcolm@skypark-glasgow.com
0141 220 2908

Lynne Feighan
Deputy Centre Manager

Lynne@skypark-glasgow.com
0141 220 2904

Lisa Kirsop
Marketing Manager

Lisa@skypark-glasgow.com
07748848499

Lorraine Patrick
Marketing Assistant

Lorraine@skypark-glasgow.com
0141 221 2905

Brian McCrae
Concierge

Reception@skypark-glasgow.com
0141 221 5164

Catherine Davidson
Administration Assistant

Catherine@skypark-glasgow.com
0141 221 6868

As managing agents Workman LLP will be responsible for coordinating the provision of services to Skypark. Day to day management issues can be raised with the on-site Centre Management team.

Management Team

Alec Green
Partner

alec.green@workman.co.uk
0141 305 6301

Andrew Dunn
Associate Surveyor

andrew.dunn@workman.co.uk
0141 225 6594



2.5 Landlord Responsibilities

The Landlord is responsible for the maintenance and upkeep of the following:

All statutory Health and Safety requirements including the provision of the Landlord's Health, Safety and Fire Risk Assessments and electrical certification for the common areas.

- Main entrance and reception areas
- Lift lobbies, staircases and access corridors
- All car parks within the complex
- Lift installation in common areas
- Internal common areas and external common areas
- External window cleaning
- Main structure, roof and external façades and windows
- Main fire alarm panel, tenants are responsible for their own panel within their demise
- CCTV cameras surrounding the building and those in the common areas
- Disposal of general waste including recycling



2.6 Access for Tenants, Visitors and Contractors

General

Skypark may be accessed 24 hours a day, 7 days a week. Swipe Cards may be used out of hours to access the building through the main reception doors. Cards are provided free of charge to new tenants, additional and replacement cards are charged at £5.00 per card.

Centre management hold a list of emergency contacts for each tenant in the event of an emergency. Please notify the team immediately if your emergency contact details change. Skypark do not hold keys to any tenanted areas.

Visitors

Tenants can book visitors parking through the concierge on 0141 221 5164 or reception@skypark-glasgow.com or by registered users using MySky - www.skypark-glasgow.com/mysky/

Directions to your office can be provided to your visitors by the security officers at the main entrance to Skypark on Elliot Street.

Contractors

Tenants must notify the Centre Management in advance of the likely arrival date and time of the contractors.

Such requests should be in writing and state where and when access is required. A licence for works may be required from the landlord; further information is provided under section 3.2 of this handbook.

All contractors can access the site from the Finnieston Street entrance and on reporting to the Security Office at Level -2 of Skypark 1, will be required to sign in to and out of the building. Permits to Access will generally be required for most and these can be supplied by the Centre Manager.

It is important for fire and health and safety reasons that the Centre Management Team knows of anyone working in the building out of hours.



2.7 Postal and Courier Deliveries

Royal Mail Post

Normal postal deliveries are made to each individual tenant unit by the postal service and it is therefore essential that you include your trading name and unit number in your postal address. All other deliveries should be made via the Security Office at Level -2 where they will be logged in and out of the building; this can be accessed from the Finnieston Street entrance.

A mail pick-up service operates from Monday - Friday. Small amounts of first and second class mail will be collected from Skypark 1 Concierge by 4.20pm

Deliveries

Where possible all single tenant deliveries should be made between the hours of 10am - 12pm and 2pm - 4pm. All large deliveries must be co-ordinated through Centre Management who operate a goods movement procedure.

2.8 Goods and Fit-Out Access

Removals

In order to avoid inconveniencing other tenants, items of furniture and/or bulky heavy equipment should not be moved out of the building during normal working hours except by prior arrangement with Centre Management. Any removals should be via a route and at a time agreed with Centre Management.

2.9 Amenities

On-site Nursery

Bright Horizons Nursery is a high quality, spacious facility at Skypark and offers childcare from 0 to 5 year olds including some after school care. The nursery is open between 8.00am to 6.00pm, Monday to Friday. The nursery is located at Level 0, the entrance being between the rear entrance to the SP1 Reception and the entrance to SP2.

For further details or to make an appointment to arrange to view the facilities please contact Bright Horizons as follows:-

Tel: 0141 248 5557

skypark@brighthorizons.com

www.brighthorizons.co.uk/our-nurseries/skypark-early-learning-and-childcare

Cafes

Café Deco serves all of Skypark site and is situated adjacent to the Reception area in Skypark 1. The café serves hot and cold drinks, sandwiches, soup, hot and cold snacks, and is available to all Skypark tenants and visitors. Café opening hours are 8am to 4.30pm, Monday to Friday.

Big Licks ice cream parlour is located on Finnieston Street at Skypark 5, and is available to all Skypark tenants and visitors, offering hot and cold drinks, cakes and desserts from 1pm - 11pm.

Muffin Break is located in Skypark 5 ground floor, serving hot and cold drinks, cakes, breakfasts and lunches. It is available to all Skypark tenants and visitors. Opening hours are 8am to 3pm, Monday to Thursday and 8am to 2pm on Friday.

There are a wide range of on-site amenities, including a meeting room, ATM, prescription delivery, health and beauty services, car valet, Amazon lockers, free wifi, bike maintenance and lots more. Visit our website for more details of all the services we have to offer...

www.skypark-glasgow.com/amenities/





2.10 Security

It is of course essential that a secure environment is provided for all occupiers at Skypark. We therefore have manned security on site 24 hours a day, 365 days a year. This security cover is currently contracted out to Hugh Stirling Ltd who provides a security team who operate under the direction of the Security Manager, Bryan Morrison. The security team are responsible for general site security, patrolling of car parking, the management of deliveries and ensuring on a daily basis that the site is safe and free from occupational safety risks. They are also responsible for overseeing safe evacuation of the building in the event of fire or other major incident.

Any requests for help from the security team or any areas of concern should be directed to the Centre Manager in the first instance.

To assist in the security of the site there are in excess of fifty CCTV cameras around the site which are monitored from our permanently manned security hub. There is a hard disk recording system which enables us to retrieve CCTV footage for any particular incident that may occur. In addition to the CCTV system all the buildings at Skypark have an automated access control system to further improve the security of access into the buildings.

Skypark 1

The main reception desk is manned from 0530 to 2200hrs. The other points of access into Skypark 1 will be secured out with normal business hours and will only be accessible with the use of a swipe card.

Skypark 2

This building has its own entrance.

Skypark 3

The front and rear are accessible by the use of a swipe card and there is a door entry system for visitors.

Skypark 4

Capita have their own internal security arrangements however any of our security team will be happy to assist with access through the Capita security team.

Skypark 5

The front and rear are accessible by the use of a swipe card and there is a door entry system for visitors.



Access Cards

Swipe cards are required to enter the site by car from Finnieston Street, Level -1 of the multi-storey car park from Elliot Street and upper Cranston Street car park.

Requests for additional or replacement cards should be made to the Centre Management Office.

2.11 Service & Maintenance

Comprehensive operational and maintenance support is provided to Skypark through the placing of service and maintenance contracts. All main contracts are competitively tendered or benchmarked and will be tendered every three to five years or as and when necessary. Each contractor's performance is closely monitored to ensure high service standards are maintained.

Full management services will operate during normal working hours 09.00 to 17.30 Monday to Friday. The services will not be provided on Saturdays, Sundays and Bank and Public Holidays unless requested in writing.

General repairs

The internal & external common parts of the building and the structure are maintained by the Landlord via the managing agents, Workman.

Electricity Supply and Energy Management

The energy supply to the common areas is controlled by the Landlord and the electricity consumption is paid via the service charge. All tenants will have their own electricity supply for their demise with the exception of the serviced offices which are provided by the Landlord.

Any difficulties encountered with the provision of services should be notified to the centre management team to assist on the completion of remedial works as soon as is reasonably possible.

2.12 Toilets & showers

Public toilets are situated on the ground floor of Skypark 1. Showers and toilet facilities are located on Level -2 in Skypark 1 and on each level in Skypark 5.

2.13 Refuse disposal

The waste management compound is located at level -2.

All tenants are responsible for the management of their waste. The centre collects all waste discarded by tenants daily. Tenants in Skypark 1, 2, 4, 5 and 6 should leave recycle bags/boxes for collection within the common lobby area after normal business hours for collection. Waste Management Operators will collect these for site removal. Skypark 3 tenants should leave all waste at the rear door of Skypark 3, at the bottom of the steps. The site offers the following re-cycling initiatives as part of the Service Charge:

- Food waste with all packaging removed
- Glass when parcelled separately and cleaned
- Paper, plastics, aluminium and cardboard
- Non-recyclable materials

All other waste such as office furniture / PC's / etc. is the responsibility of each tenant. Centre Management must be made aware 48 hours in advance for any special collections arranged by the tenant.

Due to forthcoming legislation we must all now segregate our waste at source. We are obviously very keen to do our part in making Scotland one of the most resource efficient nations in Europe and we would hope you will help us in making Skypark a leader in this area.

The Skypark management team will distribute recycling containers for food and mixed recyclables to all new tenants, clear labelled recycling bags are also available on request, just contact Centre Management and we will provide you with what you need.

Recycling Process

All recyclable materials can be mixed together into one container, our contractor will then sort through this recycled waste and send each type of waste to various recycling projects which maximises the quantity of recycled material. (No food or wet waste can be presented in these bags)

Food

The food waste is handled separately and is sent off to an anaerobic digestion plant and processed into gas and energy. The food waste needs to be bagged with all packing removed and cleaned.

Non- Recyclable

All non-recyclable waste should be bagged separately (no food or wet waste can be present in these containers). This waste is sent to refuse derived fuel as is effectively burned so the dryer it is the better.

Large flat-packed cardboard & glass

All large items of cardboard, boxes etc. and glass from a safety point of view, should be kept to the side for separate collection. The cardboard is recycled and we get a rebate for clean cardboard which helps pay for the other processes.

Where possible all waste should be cleaned of food and contamination, washed and dried with the minimum of fluids in any bag.

2.14 Health & Safety

The following records should be maintained and be made available upon request from the Skypark Management Team or their appointed Risk Assessors:

- Emergency Light testing
- Five year electrical testing
- PAT testing
- Asbestos Management Plans
- Certificates of duct/extract/vent cleaning
- Fire and General Risk Assessment for their own area
- Fire equipment testing
- Names/training records of fire wardens/nominated persons

Weekly checks should be carried out by Tenants covering the following:

- Emergency light tests
- Fire alarm tests - a regular weekly time for this test will be agreed with the Centre Management in advance

Access to Landlord's risers in Tenant areas containing electrical and other equipment should be kept clear at all times to enable a proactive response to maintenance issues.

Non-Smoking Building

For the benefit of the majority of the occupiers Skypark has been designated a non-smoking building. Smokers should only use the designated smoking garden located at Finnieston Square.


DOOR CLOSE




SIXTH


SEVENTH


FOURTH


FIFTH


SECOND


THIRD


GROUND


FIRST


ALARM


DOOR OPEN

2.15 Cleaning

Common Area Cleaning

The cleaning of all common areas is managed by Centre Management.

Window Cleaning

The cleaning of all external glazing and cladding is managed by the Centre Management team and the tenant is responsible for the cleaning of the internal glazing.

2.16 Lifts

Skypark buildings are served by:

Skypark 1

2 passenger Lifts which Serve Level -2 to Level 9
1 enclosed Lift which serves Ground to Level 7
1 scenic Lift which Serves Ground to Level 7
1 disabled lift at level -1

Skypark 3

1 passenger Lift - This serves Ground to Level 4
1 disabled Lift at the Front Entrance

Skypark 5

1 passenger Lift which serves Ground to Level 5

All lifts are monitored remotely via a telephone link enabling a prompt response to all emergency alarms.

The lifts are regularly serviced and Centre Management will, where possible, give 48 hours' notice of likely significant curtailment or disruption of any lift service, (breakdown and emergency work excepted).

Under no circumstances should lift car doors be wedged open.



2.17 Car Park

One of the major benefits of Skypark is the amount of car parking provided. Unfortunately however, this is not unlimited and therefore has to be managed. This is mainly the responsibility of the security team and all our tenants are asked to follow the rules set down to ensure that staff park in the correct places and that we have a record of all the cars parked on the site at any time. There are three types of car parking at Skypark as follows.

Contract Spaces

These are numbered spaces around the site which are either included within a tenant's leases or rented to tenants or staff separately. Records are maintained of everyone who is entitled to park in these areas and access is controlled by the issue of numbered parking permits from the Centre Management office. No duplicate passes are permitted however we have a substitute car user request that should be used when the permit holder is not on site. This can be provided on request from the Centre Management team.

Any tenants who require additional spaces should in the first instance contact Lynne Feighan the Deputy Centre Manager, Lynne@skypark-glasgow.com, 0141 220 2904.

Nursery Drop Off

At Level 0 there are some designated car spaces for parents who are dropping off or picking up from the nursery. These are clearly identified. These spaces must not be used by anyone other than parents using the nursery and parents are requested not to park their cars in these spaces for any longer than is necessary. At peak times, these spaces will be in great demand and everybody's understanding is required to ensure optimum use.

Visitors Car Park

There is a car park for visitors to Skypark, spaces in which can be pre-booked through MySky or by calling our concierge on 0141 221 5164. Visitors are entitled to a maximum two hour stay. Please provide the visitors name and the registration number of the car. These details are passed onto the Security Officer at the entrance so that your visitors are welcomed and shown to the car park promptly. Cars arriving without prior arrangement can cause traffic delays into the park and there may be no spaces available as here are only a set number of spaces in the visitors car park.



2.18 Bicycle Racks

Skypark encourages those who wish to cycle to work. Covered cycle racks are provided at Finnieston Square with additional racks available below the ramp leading up to the visitor's car park at Level 0. Bikes may be left free of charge but must not be left overnight or over the weekend.

2.19 Accident & Injury

We have several members of the on-site team who are trained First Aiders. And First Aid kits are held at the following locations:-

- The Main Reception in Skypark 1
- The Management Suite in Skypark 1
- The Security Hub at Level -2 in Skypark 1

Any accidents that occur in any of the common parts of the park including the car parks, service areas, stairwells and landings, should be reported as soon as possible to the Centre Management Office.

Call 0141 221 6868 within operational hours (9.00am - 5.30pm) or 0141 221 5164 (24 hour).

The Centre Management Team must make an entry into the Site Accident Book, and in the event of a serious accident may be required to make a report to the Health & Safety Executive. This is a statutory requirement and it is therefore essential that such accidents are reported promptly and full information provided.

3.1 Common Areas

Office Communal Areas

- A directory signboard indicating the location of each company is provided in each building.
- Separate boards for each floor are positioned appropriately within lobby areas.
- One tenant sign will be permitted in the lobbies at the entrance to each office. The signs size and design will need the prior approval of the Landlord – please contact Workman to seek approval. No additional signage shall be permitted within common areas.
- Signage shall not be permitted to be applied on or behind perimeter external windows.

3.2 Alterations to tenant's demise

Certain alterations may require the consent of the Landlord under the terms of the Lease. These are shown in your lease and to assist we have prepared these guidelines to highlight the procedures for your undertaking major or minor works.

Contractor's access to the building will be subject to a "Permit to Work" system and the contractor may be required to use specific access points for their staff and the removal of rubbish. Tenants should be aware that undertaking works without formal approval may invalidate contractual guarantees. It is therefore imperative that approval for any works is obtained prior to their commencement.

All alterations however small should be initially notified to GVA who will establish whether formal consents are required which may be by virtue of a simple letter licence in respect of straight forward alterations or by a formal deed to be prepared by the landlord solicitors who will be instructed by the landlord. GVA will ensure that all necessary information flows speedily between the Landlord, Tenants and their respective professional advisers.

Where consent is required the tenant will have to provide the following information to Andrew Dunn at Workman in the first instance:-

- 3 copies of detailed drawings of the works
- Specification of works

- Confirmation that the tenant/your contractor will meet all legal and surveyors fees
- Confirmation that any breach of the fire stopping will be reinstated at the cost of the tenant
- A method statement
- A risk assessment
- A copy of your or your contractors Public Liability Insurance

Please make reference to the fit out guide in this manual, particularly in respect of the health & safety requirements which we will expect your contractors to comply with. There may also be specific requirements in terms of delivery of materials to site, general access to your office by contractors or issues involving noisy work which may affect neighbouring tenants.

Any works to your fire alarm system, irrespective of whether works require formal landlords consent, should first be notified to the Centre Manager before any works are carried out. This is to ensure that any accidental activation can be quickly dealt with. Also, it is essential that any works carried out do not affect the signalling to the landlords fire alarm system and it may be necessary for the landlords fire alarm engineers to become involved which would be at the tenants cost.

Existing plans assisting the Tenants with their proposals can be provided on request.
Contractor's access to the site will be via the Finnieston Street entrance.



4.1 Fire Safety

Fire Alarms and Evacuation in the Event of a Fire

The fire safety procedures at Skypark are taken extremely seriously and a “Cascade” fire alarm system operates to the majority of the site, SP1, SP2, SP3 and SP4. This system operates so that if there is an alarm activation in one particular building within the complex it does not automatically trigger the alarm panels in all of the buildings. This is to give the security team time to identify the location and seriousness of the fire or indeed whether it is an accidental activation.

The situation may arise where there is an alarm activation in one building which requires all the occupants to be evacuated but the evacuation of other buildings is not necessary because the source of the activation has been identified as a false alarm within the ‘3 minute warning’ timescale. You should therefore not necessarily be concerned if you hear an alarm in the distance and see tenants being evacuated. You should contact main reception to verify (0141 221 5164) if concern is raised.

The fire alarm is tested weekly from 9.30am on a Monday and if you are not able to hear the sounders in all parts of your office at this time, the Centre Management Office should be notified immediately. Further details of the evacuation procedure are noted below.

Action to take on finding a fire

Often the fire will have been detected by automatic detectors. In other instances the fire is frequently detected by a member of staff or a visitor. When discovering a fire, two immediate actions should be taken by the person discovering it, they are:-

Raise the Alarm

On finding a fire or suspected fire, alert others to the risk by either:-

- Shouting repeatedly FIRE FIRE FIRE.
- Activating any manual fire alarm system.

Attempt to Fight the Fire

Centre Management suggest no member of staff attempt to fight any fire.

Fire Training and Instructions

Tenants are responsible for fire training of their own staff and ensuring adequate fire marshals are trained to assist in evacuation and emergency incidents. Suitable notices, posted around Skypark, will indicate to staff and visitors what action must be taken in certain circumstances. In general the instructions contained are as follows:-

- What to do when finding a fire.
- How to raise the alarm.
- What to do if the alarm is heard.
- How to evacuate.
- Where to evacuate to.

(The first two points have already been dealt with)

What to do if the fire alarm is heard

In the event of a fire alarm being sounded, a pre-arranged procedure will come into operation. Such procedure will depend on the time and nature of the fire alarm but the following points are essential:-

- A designated fire marshall, with adequate deputies, should direct staff to the evacuation points.
- Staff not designated for specific duties and not at the scene of the fire, should immediately leave by the nearest approved fire exit route. Lifts should not be used.
- Where machines or plant are in use, they should be shut down safely and the power turned off.
- Staff evacuating should not delay, or return, to collect belongings.
- Staff should assemble at the appointed assembly area and await instructions.
- A designated member of each section/team/department should ensure that all staff have left, all doors and windows are closed and then go to the assembly area.
- The designated member of staff should call the roll at the assembly point and report to designated site staff whether all persons are present or not.
- Details of any person who should be at the assembly point and are absent and where they were last seen, should be noted and passed to the Security Evacuation Officer.
- Staff detailed for specific duties should proceed with those duties.
- Where small numbers of visitors are likely, the person they are visiting is responsible for their safety.
- Where there are large numbers of the public, designated members of staff will be responsible for their evacuation.

Where to evacuate to:

Address	Fire Evacuation Assembly Point	Test day & time	Duration of alarm
8, 10 & 12 Elliot Place	Muster points A & B - Ground level, Multi-storey car park and C & D upper Cranston St car park	Monday 0930hrs	20 Seconds
14 & 18 Elliot Place	Muster point B, ground level, multi-storey car park	Monday 0940hrs	10 seconds
20 & 26-30 Elliot Place	Muster point B, ground level, multi-storey car park and muster point E Lower Cranston Street car park	Monday 0945hrs	10 seconds
Finnieston Square	Muster points E & F, Lower Cranston St car park	Monday 0940hrs	10 seconds
45 Finnieston St	McDonalds Car Park	Monday 1000hrs	10 seconds

Each deck within the multi storey car park is split into individual zones as fire assembly points; each tenant has an allocated zone.

Fire Evacuation

One requirement of the Fire Precautions Act 1971 is that no person should have to move towards a fire in order to evacuate. To this end, escape routes are planned and routed, directly to the open air. Also assembly areas for persons escaping from a fire should be: 1. In the open air and 2. Away from danger. The contingency plan will follow the appropriate legislation regarding escape routes for fire and will also specify duties of key personnel during and after the evacuation.

Fire Extinguishers

The Landlord provides fire extinguishers at various points in the common parts. The extinguishers are checked and tested on a regular basis. The extinguishers are provided in accordance with the Fire

Risk Assessment which is carried out annually by the Landlord in respect of all the common parts on the site. Each tenant is responsible for undertaking a Fire Risk Assessment in respect of their own office and it is the tenant's responsibility to have this carried out and kept up to date. A Fire Risk Assessment may require the tenant to provide additional fire fighting equipment within their demise and the cost of this is the responsibility of the tenant. All tenants are required to send copies of their Fire Risk Assessment to Centre Management.

Assembly points have been selected in consultation with the fire authorities and routes to them will be sign posted with appropriate notices.

Fire Wardens

Those members of staff, designated as such, will have the following responsibilities:-

- To ensure that all staff, visitors etc. are aware of the state of emergency.
- To direct the above to the nearest appropriate fire escape route.
- To check their area of responsibility to ensure no person remains.
- To check personnel at the assembly point.
- To report the result of the evacuation and assembly to the designated person.
- To await further orders.

Fire Emergency Plan

The emergency plan deals with the Plans that need to be taken by all persons who attend the premises, including Discovering Fire, Evacuation, Disabled Persons, Fire Warden Duties and Downtime. On visiting the premises persons should be made aware of the Plan and do their utmost to comply.

(NOTE - the following guidance has been designed to assist you in developing your own Emergency Plan)

All Persons Must:

- Know what action is to be taken on discovering a fire.
- Know where to find fire fighting equipment and fire alarm call points.
- Know the layout of your floor.
- Know your escape routes.
- Know your assembly point.
- Know what action is to be taken on hearing the fire alarm.
- Know your fire wardens and their deputies.
- Look after, and escort your visitors and contractors.

Discovering A Fire

If you discover a fire you should follow the steps outlined below:

- Operate the nearest fire alarm call point. The fire alarm will sound an evacuation throughout the building.
- The fire brigade is called automatically.
- Leave the building by the nearest available exit.
- Do not put yourself at risk.
- Report to the Security Evacuation Officer the result of the evacuation.
- Proceed to the assembly point and await further instructions.
- If you are not on your floor, evacuate and advise the Security Evacuation Officer of which company you work for.

General Evacuation

On hearing the evacuation fire alarm sound, the following should be carried out:

- Evacuate the building by the nearest available escape route. If you have visitors or contractors with you, instruct them to follow you.

- Close the doors without causing delay.
- Do not stop to collect personal belongings.
- Leave the building by calmly walking to your assembly point.
- Do not re-enter the building until instructed to do so.
- Once an evacuation has started the Plan must be completed. This is to prevent accidents by the merging of persons going out and persons going back in.

Disabled Persons

Disabled persons will be escorted to the relevant 'Staircase Lobby' with a 'buddy'. Each tenant is responsible for evacuating their own staff; a 'buddy' system should be invoked for disabled persons. The Fire Warden should report this matter to the 'Security Evacuation Officer' on evacuating.

Downtime

After an incident has been dealt with, prior to re-entry, any equipment that has been used should be put back into operation.

The Fire Service will ensure that the area is safe before allowing other persons to re-occupy.

Fire Safety Information

There should be a copy of the staff fire and emergency instructions for your place of work posted on your main notice board. You should ensure that you participate in all fire training sessions and drills, so far as this is practical.

The following is a guide to basic fire safety procedures:-

Means of Escape in Case of Fire

The Fire Risk Assessment for the premises designates clear-ways, protected routes and final exits. These must never be obstructed, even temporarily. Fire doors must never be left propped or wedged open.

Fire Alarm

The fire alarm will be tested weekly from 9.30am on Monday morning. If you do not hear the alarm at your place of work at that time, then you must inform the Centre Manager as soon as possible.

Fire Drill

These will be held at least twice a year. You must leave your place of work promptly and make your way to your designated assembly point. If you do not do so, you could endanger your own life and that of others in the case of a real emergency. If you miss a drill, you should inform the Centre Manager as soon as possible.

Fire Fighting Equipment

You must never misuse fire extinguishers or other fire fighting equipment. This equipment is only to be used by trained, authorised persons. Fire extinguishers must never be removed from their holders or designated positions, unless they are in use or are being serviced.

Visitors

If you have a visitor(s), or delivery personnel to your premises, you must ensure that they are always accompanied whilst on company premises, or other arrangements must be made to track their whereabouts and to account for them in case of an emergency.

5.1 Bomb/Terrorist Procedures/Evacuation

Purpose

This procedure is to instruct staff in the correct method of handling a “Bomb Threat” and consequent action required.

Reaction

Every threatening call or message is to be treated as a serious threat until proved otherwise. Do not take the call lightly but try to remain calm.

The Procedure

By far the majority of “bomb threats” calls are received by switchboard operators. The point of contact should be trained to respond as outlined in this procedure.

However, it has been known for threatening calls to be received by DDI so that any member of staff could receive such a call. The course of action to follow in such a case is outlined in this Procedure.

Procedure for Security/Reception Staff

- Endeavour to keep the caller talking by asking them to repeat the message, ask where it is located, and what time it will go off, KEEP THE TELEPHONE LINE OPEN DO NOT HANG UP.
- When message ends, fill in Bomb Threat Questionnaire, overleaf, as quickly as possible.
- Contact Strathclyde Police (0141 532 2000) immediately, with details of the call. This is of vital importance, particularly if a location other than Skypark is given as the target.
- Contact a Senior Management member or the Centre Manager.
- Contact the Centre Manager with details of the call, explain that Strathclyde Police have been notified.
- Stand by to brief Security/Police when they arrive on site.

Action to be taken

When informed of a threat, and following consultation with the Police, the Security staff may initiate a search of the building. The initial standard search includes a patrol of the perimeter, for signs of newly placed or thrown bags, boxes or parcels, searching of all points of access to premises, all public areas and staircases.

The Police or security team may contact individual tenants to conduct a search of their own demise as they will be better placed to immediately recognize an item which is out of place or suspicious.. Particular attention is to be paid to any area named in a Bomb Threat call, and to all exit routes leading away from any named area.

In the event of no suspicious articles being found, and upon the expiry of a safety period of 30 minutes after the end of the search, a decision will be made by the Centre Manager in conjunction with the Police and a senior member of staff to allow staff to return to normal duties.

Should a suspicious article be discovered, it must not be disturbed. Police Officers must be taken immediately to the location, and control of the situation handed over to the Senior Police Officer present. Management must also be informed. Staff in the immediate area should be evacuated to a safe location by routes which have been checked to be clear of secondary devices.

In the event of a suspicious article being found, the Police may then decide to evacuate the threatened part or indeed all of the building. This decision will be communicated to you and you should then move all your staff calmly out of the building to the evacuation point.

The fire evacuation points on site are not to be used.

No evacuation will be commenced until all staircases, corridors and exit routes are clear of other suspicious articles.

The decision to call out Strathclyde Police Bomb Squad or Military Explosive Ordinance Detachment (EOD) rests with the Senior Police Officer attending the incident. Once the suspicious article has been removed or declared safe, the decision to re-occupy the building rests with the Centre Manager or Senior Manager present, after consultation with Strathclyde Police/EOD personnel.

Explosion without Prior Warning

In the event of a nil warning explosion, then on-the-spot staff must dial the Public 999 Emergency Service and request Police, Fire & Ambulance Services to attend Skypark immediately. The Centre Manager should be contacted immediately thereafter.

Staff within the building who witness a nil-warning explosion must contact reception and give details to Management staff of the location and nature of the explosion and request that the emergency services must be called.

In what will be a highly stressful situation, the prime objective of all staff on the scene must be to safeguard the lives of casualties and other persons in the affected areas, without incurring further casualties. All subsequent actions by staff on site must be directed to this task, and to being of maximum assistance/minimum hindrance to the professional emergency services personnel who will be on their way.

Please see overleaf for telephone aide-memoir.

5.2 Bomb Threat Aide-memoir

Switch on recorder (if there is one). Record the exact wording of the threat:

Ask these questions

AIM TO GATHER AS MUCH INFORMATION AS POSSIBLE - STAY CALM

Where is the bomb right now? _____

When is it going to explode? _____

What does it look like? _____

What kind of bomb is it? _____

What is your name? _____

What is your address? _____

What is your telephone number? _____

Record the time of the call _____

Where automatic number reveal software is in place record number shown

Inform your Senior Manager and the Centre Manager

This part should be completed once the caller has hung up and Police/Senior Manager/Centre Manager have been informed.

Bomb Threat Check List

Date: _____

Time: _____

Description of Caller

Voice: MAN WOMAN CHILD

Age: _____

Speech: DRUNK RAMBLING SERIOUS LAUGHING

Accent: _____

Anything else? _____

Background noise: MUSIC TRAFFIC CHILDREN ECHO
 RAIL MACHINERY OTHER

Signature: _____

Notes: _____

6.1 Service Charge

This section of the Handbook is intended to make your move into Skypark as smooth as possible and provide you with some basic information that you will need.

Payments of Rent, Service Charge and Insurance

All payments are administered by the Managing Agents, Workman, from their accounts department in Glasgow and Swindon. The Account Manager for Skypark is Damian Baderko whose contact details are Damian.Baderko@workman.co.uk, +44 (0)1793 645 285

Workman will issue demands for rent, service charge and insurance in accordance with the terms of your lease and will normally be raised quarterly for rent and service charge and annually for insurance.

Payments should be made in accordance with the terms of your lease but if not specifically detailed may be made electronically or by cheque.

Cheques should be made payable to “BriTel Fund Trustees Limited” and sent to:

Workman
78 St Vincent Street,
Glasgow,
G2 5UB

Fit-out Guide

Please also see the separate document “Contractor fit out guidelines”

You should firstly confirm that your fitting out proposals have been documented as part of the lease transaction if agreed prior to occupation. On all occasions where landlords consent is in place, the following procedures should be followed:

- Advise the Centre Manager of the commencement date, details of the proposed contractor(s) and the likely duration of the works. Prior to works commencing, all contractors are required to provide detailed Method Statements and Risk Assessments (MSRA) to Centre Management, for assessment and approval.
- The contractor must ensure that all legislative requirements are met and adhered to for the duration of the works. Any planned hot works must be notified to centre management in advance, identified within the MSRA and a hot works permit completed at the Security Control Room prior to works commencing. Hot works may affect both Landlords and Tenants fire alarm systems and therefore agreed isolation in advance of works commencing must be arranged through Centre Management. A comprehensive Permit to Work package must be completed in advance by the Tenant’s contractor.

Provide the Centre Manager with the following information, and obtain agreement with the following:

- Project Directory - this shall include the names, addresses and contact numbers of the consultants, contractors, sub-contractors and other personnel involved.
- The dates, times and points of delivery of the material supplies.
- All contractors to site are responsible for reporting in to the Security Control Room located at level -2, SP1 from where they will be badged and receive a brief site induction including emergency procedures.
- Permission to use the lifts is to be obtained from the Centre Manager who will also require details concerning the materials to be carried and loadings. If the permission is granted, full details of protection to the lift is to be agreed and completed prior to commencement of the deliveries. The contractor may be required to complete a “Goods Movement Procedure” for such use.
- Major Deliveries must be arranged with at least one working days advance notice and may be required to be undertaken at weekends or out of core hours. Notwithstanding the above, the Tenant must ensure the suitability of the lifts to take the proposed material, or make alternative arrangements. The Tenant shall be responsible for all damage or breakdowns if proven to have resulted from goods movement. The Landlord reserves the right for the lifts to be operated by Management staff, at the Tenant’s expense.

- The Tenant's contractor must undertake suitable protection to the main staircase if large materials and items of furniture need to be carried up. At no time can designated fire escape stairways be obstructed. Such routes must be kept clear at all times.
- The Centre Manager must approve the exact method statement, risk assessment and procedures for access by the Tenant's contractors.
- The Tenant and their contractors shall familiarise and comply with the "Landlord's Health & Safety Site Rules and Regulations".
- The Tenant's contractors must be fully certified and trained in respect of safe use of appropriate PPE equipment, including harnesses, to work on Skypark roofs. Centre Management will approve.
- Skypark do not provide PPE equipment, ladders, access equipment or any such like for contractors use.
- The Building Management operates a Permit to Access system.
- The Tenant shall co-ordinate and arrange the order of work.
- There shall be no interruption to the power supply to other parts of the building on any account.
- The Landlord reserves the right to require the Tenant to use the Building's maintenance contractors/site approved contractors for any part of the works relating to the mechanical, electrical, fire alarm or life safety systems.
- The Tenant's contractor is responsible for securing the unit in which it is working, so that the security of the remainder of the building is not put into jeopardy.
- All building materials are to be stored within the Tenant's demise, and not in common areas. A fire passage through the Tenant's demise must be maintained at all times. Any flammable materials likely to be stored must firstly be agreed with Centre Management.
- The mixing of concrete, sand or plaster is to be undertaken within the Tenant's demise. All raised floors are to be protected (the form of protection to be agreed with the Centre Manager), to ensure that no damage is caused to floor tiles.
- All necessary measures to protect the building fabric, structure and installed services are to be carried out by the Tenant and their contractor(s) who shall indemnify the Landlord in respect of any damage caused thereto.
- No petrol, diesel, gas driven engines or burners are to be used within the building.
- The Tenant and their contractors are to be responsible for taking all protective and safety measures, and shall indemnify the Landlord (and his advisors) against all claims resulting in damage or disruption to other areas of the building.
- At the Tenant's request, when all their works are completed in relation to Fire Alarm installations they must instruct the Landlord's Fire Alarm Engineers to test and link the new Tenant's fire alarm system or adaptations into the landlord's system, at the cost of the Tenant.
- The Tenant's contractor must not inhibit or prevent the use of the common parts. Common Parts must be kept clear at all times.
- The Tenant's contractor will provide the Landlord and his Mechanical and Electrical Services Consulting Engineer copies of the programme of the work before the works commence. All changes shall be notified to the Landlord and the Centre Manager.
- The Tenant's contractor shall take all measures, to avoid the spread of noise, pollution, dust etc. and to prevent any nuisance or disturbance. If excessive disturbance occurs, the Tenant's contractor may be requested to re-schedule the works to out of normal working hours, at no expense to the landlord.
- Skypark site now offers a comprehensive waste recycling scheme, to all tenants. All refuse disposals shall be co-ordinated with the Centre Manager under the waste recycling guidance

procedure confirmed to tenants and this is to be bagged and held within the Tenant's demise ready for collection. Arrangement for disposal of refuse shall be made direct by the Tenant. Any waste not contained under the site recycle scheme, including WEEE/furnishings/white goods/specialist materials must be disposed of by the tenants direct at no expense to the landlord.

- Electrical power must be taken from the Tenant's own supply.
- The contractor must ensure that the floor loadings are not exceeded during the works.
- The Tenant or contractor shall indemnify the Landlord in respect of any additional costs reasonably incurred by the Landlord as a result of the works.
- No work is to be carried out until the Tenant and his contractor have acknowledged receipt of, and have signified their agreement to all of these conditions.

Introduction

- The Site Management acknowledges and accepts its statutory responsibilities for securing and maintaining high standards of health, safety and welfare of all who are directly employed or contracted to work on the site.
- The Site Managers require all contractors who work in areas for which they have direct responsibility to comply, as far as is reasonably practical, with the requirements of the Health and Safety at Work Act 1974 and all other appropriate statutory provisions.
- A copy of this instruction will be handed to all contractors who are engaged to carry out work on our site.
- These general instructions, together with the specific Site Rules, set out the management requirements which each contractor will comply with.
- Contractors are responsible for controlling the work of any sub-contractors which they employ. This will include providing safety documentation confirming the competence of sub-contractors, i.e. evidence of competence, site specific risk assessments and method statements.

Before Commencement of Work

- Contractors will not be permitted to commence works in the common areas without giving the Centre Manager at least 48 hours' notice except in an emergency situation when the Centre Manager should be informed as soon as possible after the event.
- Any requirement to place cables, pipe work or ancillary services within common, landlord areas or areas out-with their clients demise must be agreed in advance with a full schedule of works, photographic record of the proposed routes and an agreed way leave contract signed by the Estate Owners or their agents and the Client of the contractor.

No contractor will be allowed to start work without:

- Informing the Centre Manager of any risks likely to be posed by any plant, equipment or materials to be used during the works, prior to bringing them onto the site.
- Ensuring that all plant, equipment, materials and systems of work used during the contract comply with the Health and Safety at Work Act and all other statutory requirements.
- The area of operation, access and storage etc. having been clearly defined and agreed with the person engaging them.
- All relevant training certificates and equipment test certificates have been provided.

In the case of contractors who have been engaged by the site managers to carry out work in areas for which the Company has direct responsibility, the following additional requirements apply:

- Providing a written statement of the contractor's Health and Safety Policy.
- Providing a written statement as to the safety precautions to be taken to protect their employees and other persons on the site from their work activities (A Risk Assessment and Method Statement).
- Providing evidence of insurance cover to indemnify the site managers in respect of any negligence resulting in personal injury and/or death, or damage to property and/or plant arising out of, or in connection with the contract work.
- Provide written COSHH assessments and Hazard Data Sheets for all substances to be used on the site.

During the Works

- Each approved contractor must provide a list of all personnel who will work on site. A named Supervisor/Safety Co-ordinator will be appointed by them to liaise on all relevant health and safety matters.
- Each contractor will be responsible for ensuring that all their employees are aware of their individual responsibilities under the Health and Safety at Work etc. Act 1974 and the rules laid down in these instructions.
- The contractor is not permitted to use any tools (hand or powered), plant, ladders or equipment belonging to the site.
- The contractor is prohibited from using any of the site services such as electricity, gas, steam or compressed air without specific authorisation.
- The contractor shall ensure that there is effective control of dust generated by the works.
- The contractor will ensure that noise is kept to a minimum throughout the works.
- After consultation with the Centre Manager and a review of the Asbestos Register the contractor will take any steps necessary to control the risk of exposure of his employees or other persons to asbestos fibres. If asbestos is suspected or discovered, the contractor must stop work immediately and notify the Centre Manager. On no account must the work continue. The area must be secured to prevent any persons entering it and all work equipment and clothing must remain in the affected area.
- The Centre Manager will then take appropriate steps to ensure the risks from the asbestos are minimised and the asbestos is dealt with in accordance with the Company procedures.

Permits to Work

The following high risk types of work cannot be carried out in any area under the control of the Company without a PERMIT TO WORK:-

- All roof work.
- All work on atria, cupolas, canopies and other such high level glass or fragile structures.
- All excavations and excavation work.
- All demolition work.
- All confined spaces.
- All work on pressure systems.
- The use of all cartridge tools.
- All hot work (including the use of asphalt and bitumen boilers).
- All welding and flame cutting.
- All work on live electrical systems or systems above 240v where workers are exposed to live conductors.
- All cranes, hoists, and tower access equipment (but not goods lifts and passenger lifts).
- All overhead work which includes the use of scaffolding, tower scaffolding and mobile elevating platforms.
- The use of flammable and highly flammable liquids (except for cleaning and decorating materials).

Where it is shown by risk assessment that a Permit to Access is necessary for:

- Work where there is a high risk of injury (such as exists in working with or near live electricity) or where it is not sufficient to rely upon either human behaviour or systems of work.
- All usually straightforward operations which may interact with others to cause a serious hazard.
- All maintenance work which can only be carried out if normal control measures are removed; and
- All work which itself produces new significant hazards.
- The issue of a Permit to Access from the Centre Manager will depend on the knowledge and experience of the contractor, the contents of risk assessments and method statements, other work activities in the vicinity and weather conditions.
- A permit will not be issued until and unless the Centre Manager is satisfied that all necessary measures to make safe and specific conditions are in place.
- Where the site is unmanned, the approved contractor must work under their own permit to work system which must be of a similar standard to that used by the Company. This system must have the following controls: the type of work, the person who will undertake the work, duration of work, measures to make safe etc. On completion of the work the contractor must provide the Company with evidence that they worked under permit, i.e. copies of completed permits.
- A full and detailed Permit to Access procedure is available from the control room and can be forwarded to contractors on request.

Fire Precautions

The contractor must instruct all his employees in the fire and emergency procedures which apply to the site.

They will also:

- Ensure that their employees are familiar with the fire warning signal and means of activating it.
- Ensure that their employees are aware of the location of fire fighting equipment and report any use of such equipment.
- Ensure that their employees are instructed not to misuse, remove or interfere with fire fighting equipment.
- Ensure that their employees do not obstruct means of escape.
- Advise the Centre Manager of any flammable mixtures, liquefied petroleum gases or explosive substances to be used or stored on the site.
- Not discharge fuel anywhere on the site.
- Obtain the appropriate Permit to Work prior to commencing any operations involving the use of any flame or heat producing equipment.
- Ensure that employees comply with smoking controls on the site.
- Provide additional fire fighting equipment as appropriate.

Electricity

The contractor will not be permitted to use the site electricity supply without the agreement of the Centre Manager.

The contractor will:-

- Take all practicable precautions to prevent danger to any person from any live electrical cable or apparatus, or any electrically charged overhead cable or apparatus.
- Ensure that all electrical connections to the site supply are only carried out by a qualified electrician.
- Ensure that all installations and appliances are without avoidable safety risk and conform to the "Electricity At Work Regulations 1989" and all associated statutory provisions and accepted practices, including current IEE wiring regulations.
- Provide suitable switching/isolating at the tool or equipment end of any extension cable used.
- Ensure that all electrical equipment and temporary installations are disconnected or isolated before leaving the area of work or at the end of each working session.
- Ensure that all portable tools are of maximum voltage 110v, supplied from a transformer.
- Ensure that all portable tools and electrical appliances, including extension leads and multi-socket connectors, in use at the premises are examined and tested regularly and are fit for safe operation.
- Electrical equipment and appliances will be visually examined prior to each use to check for obvious faults such as loose wires or damaged plugs, and to remove damaged items from site.
- Not to work on any high tension electrical equipment unless in possession of a valid Permit to Access.
- Provide information on the works completed to the Centre Management.

Access Equipment

The contractor will be responsible for providing all access equipment necessary to enable the contract work to be carried out, they will ensure that all equipment is:-

- In a safe and serviceable condition.
- Is used in accordance with statutory requirements, all relevant Health and Safety Executive

Guidance and manufacturer's instructions

Note that there are loading restrictions in specific areas within the site, guidance on these will be provided by Security Control and Centre Management.

Security

The contractor will:

- Permit the searching of any one of their employees, vehicles or property at any time either on the site or within the immediate vicinity.
- Report any use of, damage to, or removal from the site of site management property.
- Isolate and secure all plant, equipment and vehicles when not in use and before leaving the site.
- Not store any explosive, flammable or noxious substances on site, even temporarily, without permission.
- Report any losses of property immediately the loss is discovered.
- Not take photographs or copy documents belonging to the centre management without permission.
- Accidents
- The contractor will ensure all accidents are reported to the Centre Manager.

Completion of Works

- On any completion of all works the contractor will:-
- Reinstate and make good/decorate any surface as necessary to the complete satisfaction of the Centre Manager.
- Remove all refuse, surplus materials and debris from the site.
- Close any permits previously agreed

These instructions and rules are not intended to supersede any specific legal requirements or Health and Safety Executive recommendations. If any conflict is identified, it should be raised with the Centre Manager.

**OCCUPIER
HANDBOOK**

**OCCUPIER
HANDBOOK**