



Defence Academy  
of the United Kingdom

# Safety, Health, Environment & Fire (SHEF)

Information Leaflet for Contractors and Visitors



*Cranfield*  
UNIVERSITY

**serco**

## Welcome

Welcome to the Defence Academy (Def Ac) - Shrivenham Station. Whilst working at or visiting the Def Ac it is essential that you comply with site Health & Safety (H&S) policy to ensure your safety and that of our own employees. This leaflet provides general safety guidance and specific guidance for **contractors** carrying out work on site and for **visitors**.

## General Safety Rules

- It is the duty of every individual to ensure their own safety and that of others, who may be affected by their acts or omissions
- If your work could give rise to danger, ensure all, who may be affected are informed
- Danger areas are clearly defined and you should not enter unaccompanied or without prior authority
- Safety signs, notices, warning lights and barriers must be obeyed at all times
- Approval must be sought from your host for the use of mobile phones
- Smoking is only permitted in designated locations
- All accidents must be reported to the Host/Sponsor who will notify the relevant MOD SHEF Advisor /Serco/CDS H&S Manager.
- If unsure of any aspect of H&S contact your Host/Sponsor.

## Road Safety

One way traffic systems and road **speed limits of 10 and 20 mph (10 mph in MH/WH car parks)** must be obeyed by motorists and cyclists. Be aware that you may encounter horse riders and large military vehicles that have limited visibility for the driver. Motorists must take particular care when passing cyclists and horses. Only park in designated car parks and **display clearly the car parking permit**.

## Fire Safety

- On discovering fire or smoke, **shout a warning** for those nearby (FIRE, FIRE, FIRE), **operate the nearest alarm** then **ring emergency services (999) followed immediately by 2222** (01793 785222 from a mobile) to alert the site authorities **giving them your location**.
- On hearing an alarm, leave the building immediately by the nearest Emergency Exit, **do not run or take risks and do not use the lifts**
- **Make your way to the Evacuation Assembly Point (EAP)** as indicated by your host or 4Cs POC. The nearest EAP can be found on safety notice boards in corridors and in classrooms.
- **Do not re-enter a building until told that it is safe to do so.**

Fire alarms are tested weekly in all buildings, usually on Wednesday and will sound for a short time. No action is necessary.

## Station Siren

The **Station Siren** is tested at 10:45 hrs every Monday for approximately one minute. If sounded at any other time **remain in your place of work** and await further instruction. **If outdoors go to an assembly point** such as a café or the library or to your place of work. **If instructed evacuate the building to the associated EAP** leaving lights on and windows/doors open. **Do not re-enter a building until told that it is safe to do so.**

## First Aid

The nearest First Aiders are identified on Health & Safety notice boards across the site.

## Contractors

There is a 4Cs procedure in place, to encourage **Communication** of hazards, **Cooperation** between site employees and those who are visiting or working on site, **Coordination** of work activities undertaken by contractors and through these **Control** of all such activities. A 4Cs notice board can be found at the entrances to the buildings on site.

### Rules for contractors – they must:

- Obtain authorisation from Serco estates or other authorised representative **before** any work is started
  - » Other authorised representatives are: Site Estates Representative, CIO, Serco IT, ESS and CDS Estates
- Be fully informed of the site accident and emergency procedures
- Ensure that they and the site sponsor have made each other aware of hazards associated with the work including a site specific risk assessment as necessary
- Receive a specific safety briefing from the building 4Cs Point of Contact (POC) before or on entering the building – some POCs have offices in another building
- Comply with Statutory H&S, Fire and Environmental Regulations
- Be competent to carry out the work
- Ensure any sub-contractors are competent to carry out their work
- Comply fully with any procedures required by Serco Estates, e.g. Permit-to-Work
- Ensure that their own staff and others are not put at risk by their activities
- Report any accidents, near misses, dangerous occurrences or environmental incidents (e.g. spillage, contamination, etc.) immediately to the SHEF Advisor (MOD), Serco or CDS H&S Manager.

## Site Hazards

Contractors must be aware of specific site hazards that they may encounter whilst working at the Def Ac and who may authorise specific types of work. Authorised Persons can be contacted through Serco Estates.

**Asbestos** - Serco Estates holds the Asbestos Register, which is available to view online – contact your host for access details.

**Confined Spaces** - A register of locations is held by Serco Estates. Approval to enter a Confined Space must be obtained from the Authorised Person (Confined Spaces).

**Radiation** - There are locations where radioactive equipment/materials are used and stored. They are clearly marked and a safety brief is required from the Nominated Safety Manager before entering or working in that area.

**Explosives/weapons** - There are a large number of locations where explosive activities and weapon firings are carried out. When the Explosives Range and Demonstration Area (ERDA) is operating a **Red Flag** is displayed and it is not permitted to enter past this flag. When small arms ranges are in use either a **Red Flag** or **Flashing Red Lights** will signal their activity and again entry is not permitted.

The Explosives Research Area (ERA) is a site licenced by the H&S Executive. Also there are many laboratories where explosives work is undertaken and are protected with safety signage. Contractors cannot enter these areas without permission from the Nominated Safety Manager or their representative and must have a safety briefing. This can be arranged through the 4Cs POC.

**Fuel Installations** - There are limited fuel installations and approval for any work on these must be obtained from the Authorised Person (Petroleum).

**Electricity** - Only “Skilled Persons” authorised by the Authorised Person (Electrical) can work on electrical installations.

**Buried Services** - There are numerous buried services throughout the site such as pipework, power and communication cables, etc. Before any digging, excavation or staking work is undertaken clearance must be obtained from the Site Estate Representative and Serco Estates Office.

## Environmental Protection

Contractors working at the Def Ac are expected to demonstrate a high level of commitment for prevention of pollution and for environmental protection. They must ensure that their work does not cause pollution of land, surface water, ground water or the air.

Every care must be taken with the handling, use and disposal of fertilizers, pesticides, fuels and any chemical substances capable of causing harm to people or the environment. All waste arisings generated by the contractor are to be removed to an appropriate licenced disposal site. Waste vessels and containers on the site, provided for the Def Ac's own arisings are **NOT** to be used by contractors under any circumstances.

## Visitors to Cranfield Defence and Security

Visitors to Cranfield Defence and Security must be aware that unusual hazards may be encountered such as explosives, radiation sources, high powered lasers, live weapon firing and moving military vehicles. Many of these hazards are controlled within Safety, Health and Environment Log (SHEL) Areas and you must not enter areas protected by safety signage without an escort.

If your visit includes entering a SHEL Area you must receive a safety brief from the Nominated Safety Manager. During your visit you may be required to wear hearing or sight protection, safety footwear or high visibility clothing. Please ensure you follow any instructions carefully.

If you wish to use any electrical equipment connected to the mains you must show evidence of a Portable Appliance Test as a legal requirement. You must seek guidance from your sponsor if you wish to use such equipment.

## Waste and Recycling

The policy at the Def Ac is to minimise waste and protect the environment. We aim to recycle as much waste as possible and there are a variety of bins to segregate waste across the site. Please use these recycling options in preference to general waste bins.

### USEFUL TELEPHONE NUMBERS

#### ONSITE EMERGENCY NUMBER 2222

Def Ac SHEF&BC Adv.	4401	CIO	5780
Def Ac H&S Adv.	5580	Site Estate Rep.	5428
Radiation Safety Off.	5754	Serco Estates Admin	5651
Control of Entry	8270	Serco IT	8444
CDS Estates	5536	ESS	5934
CDS H&S Mgr	4573	Environmental Protection /	5634
CDS H&S Adv.	5256	Fire Adv.	

