

Harwell RSRL Site Rules & Regulations @ May 2009

*Tenants and other resident organisations on the RSRL
Harwell site should
ensure that their staff are aware of the
Site Rules & Regulations.*

*These Site Rules & Regulations may be varied from
time to time.*

RSRL, Harwell

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Scope

Application of Site Rules and Regulations

These Rules and Regulations apply to all personnel within the perimeter security fence of the designated Harwell site, including the fenced Liquid Effluent Treatment Plant.

Personnel

These regulations apply to employees of the resident organisations of the site (i.e. tenants and the RSRL), any visitors, guests and contractors of these organisations and any other personnel who may be present on the site by virtue of these organisations.

Useful Contact Numbers

Queries about the contents of these Site Rules and Regulations may be addressed to:

- RSRL Harwell Property and Facilities Manager: 01235 431558
- RSRL Harwell Property Manager: 01235 43 1550
- Civil Nuclear Constabulary Inspector Operations: 01235 43 4656
- RSRL Site Security Manager: 01235 43 6950/01235 43 1621
- RSRL Site Emergency Planning Section: 01235 43 5526
- RSRL Dangerous Goods Safety Adviser/Radioactive Materials Transport Responsible Officer: 01235 43 4226

Data Protection Act

In accordance with the Data Protection Act 1988, the following information may be collected and recorded on visitors to the site: names, company/address; nationality; name of host; time/date of arrival and departure; and/or car registration. This information is required to ensure compliance with health and safety, emergency and security requirements: it will not be used for other purposes.

All calls to the Police Control Room are normally recorded. This is to ensure compliance with security and emergency requirements: all recordings are protected and only used for evidential purposes.

Access

Passes

General entry through the RSRL Harwell site perimeter fence is permitted to holders of a properly authorised pass only. A full site pass will only be issued to persons who have attended the site induction training. Refresher site induction training must be undertaken at least every three years.

Passes must be worn so as to be visible at all times whilst within the fenced site, except where this is precluded by safety or operational factors. The Civil Nuclear Constabulary (CNC) will conduct random checks to ensure compliance. Anyone failing to produce a properly authorised pass may be asked to leave the site.

Passes for foreign nationals may only be issued if certain conditions are met. Advice should be sought from the Site Security Manager at the earliest possible stage if a foreign national is being considered for recruitment or other arrangements requiring regular access to the site.

Visitors

Visitors must report to the Main Gate Reception to obtain their visitor site pass unless arrangements have specifically been made for the pass to be collected at the Fermi Gate. The issue of visitor site passes must be sponsored by an authorised member of staff who holds a site pass. All visitors are required to produce a means of identity; the following are acceptable:

- Passport (required for all foreign national visits)
- Company photographic ID subject to prior approval by RSRL Security
- Photographic Driving license
- MoD identity documents
- Warrant Cards
- Official documents, for example Birth Certificate

This should be carried at all times whilst on site. Visitor site passes will only be issued after the sponsor has completed a Visit Notice form in the approved way. Forms should be submitted at least two days before the visit. Visitor passes may only be issued daily for a maximum of 15 days per visitor per year. A full site pass will be required for any subsequent visits unless, exceptionally, the Property and Facilities Services Manager has agreed otherwise.

Foreign Visitors

Approval of Visit Notices for foreign nationals may take longer to process and may be conditional upon additional escorting or other requirements. Details can be obtained from the Site Security Manager. Foreign visitors may need to be escorted especially on arrival and departure.

Deliveries

All goods vehicles or similar deliveries should be directed to access the fenced site through Fermi Gate. This includes deliveries of lunches or similar by catering

suppliers. If they do not have a site or visitor pass, delivery drivers must be able to produce identification and a delivery note for an address on site.

High Viz

All RSRL staff and RSRL's contractors and visitors must wear appropriate high-viz clothing when outside buildings on site. Whilst tenants are encouraged to follow suit across the site they and their contractors and visitors must wear high viz clothing when in the area to the west of the new fence line and new Eastern Entrance (see map).

Access Control

Access to the site is controlled by the Civil Nuclear Constabulary (CNC).

- Main Gate Reception is open between 0730 and 1630 (0730 and 1600 on Fridays);
- North Gate is open between 0730 and 1730 (0730 and 1645 on Fridays);
- Fermi Gate is open between 0730 and 1730 (0730 and 1645 on Fridays);
- Library Gate is open between 0730 and 0845 for incoming traffic only and between 1630 and 1715 (1545 and 1630 on Fridays) for outgoing traffic only.

Main Gate is restricted to visitors ONLY between 0745 and 0820 - site pass holders should use other gates during these times.

At all other times, access should be via the Main Gate which is open 24 hours, every day. If necessary, please ring the bell on the left-hand side of the gate for assistance.

Access inside the perimeter fence is not allowed for children aged under 16 years.

RSRL reserves the right to refuse access to the site (whether through a full site pass or a visitor site pass) if advised that this would be appropriate on security grounds. Additional specific access controls may be applied to individual facilities or fenced compounds within the site.

Traffic Management

Entry/Exit

During peak traffic hours in the morning (0745 to 0820), vehicle access through the Main Gate is for visitors only. Other traffic should use the Library Gate, North Gate or Fermi Gate, following the routes shown on the attached plans as applicable.

Cyclists are encouraged to use available cycle routes, notably along Fermi Avenue. Drivers are similarly asked to show regard for cyclists and pedestrians as necessary on the roads.

Use of Gates

Special care must be taken at all times when entering or leaving through all gates as users both in vehicles and on foot will stop to show or hand in passes. Site occupants should comply with the lower speed limit at the gates.

Fermi Gate is used by goods vehicles and special care is needed here.

Road Safety

Users of the site (whether drivers, cyclists or pedestrians) must abide by the standard laws and regulations for road traffic (the Highway Code), including legislation on the use of mobile phones and wearing of seatbelts. All motor vehicles driven onto site must display a current road fund licence and have adequate insurance cover. Cycle helmets should be worn when cycling on site.

Except for rubber treaded vehicles being moved over short distances, tracked vehicles must be transported by trailer when they are not in direct use, unless otherwise agreed in advance by the Property and Facilities Services Manager.

Harwell has a general speed limit (at present this is 20mph) although there are other restrictions in specific areas. For example near gates the limit is 15mph. Temporary speed restrictions may be introduced from time to time e.g. in bad weather. In all car parks drivers should drive at 15mph or less, in recognition of the presence of other cars and pedestrians. Anyone who breaches the limits may be reported to their management or subject to restrictions by the Property and Facilities Services Manager, who also has the authority to prohibit an individual from driving on the Harwell site if necessary.

Overtaking, other than of stationary and slow moving vehicles (electric vans, tractors and fork lifts), is not permitted on the Harwell site. Some large-scale, slow moving vehicles are in use on site. When overtaking is essential, the greatest of care should be taken so as not to endanger other road users/pedestrians, and the rules laid down in the Highway Code should be applied. Drivers must obey "No overtaking" signs on vehicles.

Various roads on site are 'one-way' or have other such restrictions. Drivers must respect these restrictions.

Anyone wishing to bring heavy goods vehicles on site must be in possession of the appropriate operator's licence.

Special care should be taken in areas where road maintenance or other works are in progress and temporary traffic management arrangements may apply.

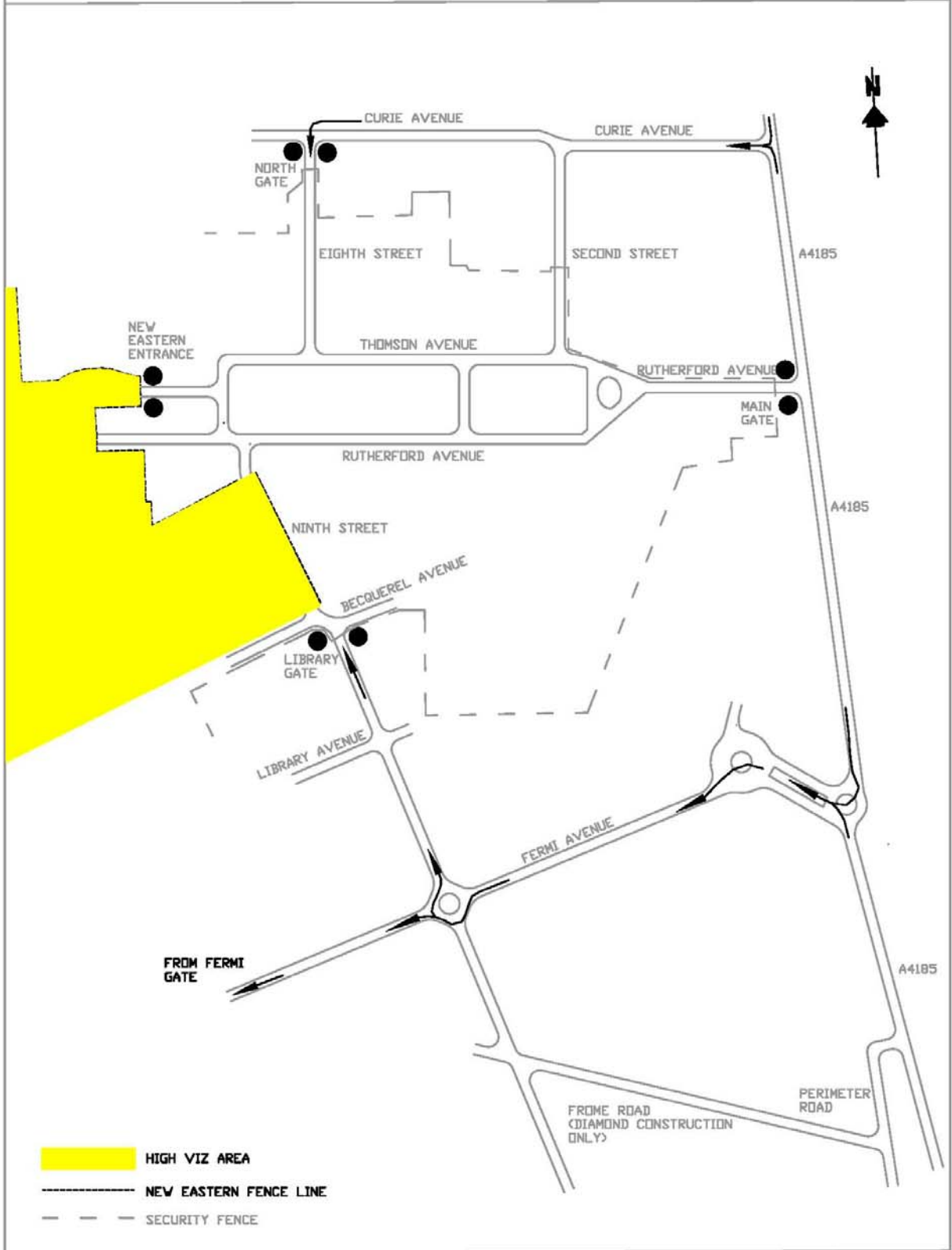
Breaches of road safety may be reported to the Property and Facilities Services Manager. Drivers who do not comply with road safety rules may be banned from driving on site.

Cars or other vehicles must not be washed anywhere on the Harwell site because of restrictions on discharges through the surface water system. (Special arrangements are in place for emergency vehicles only.)

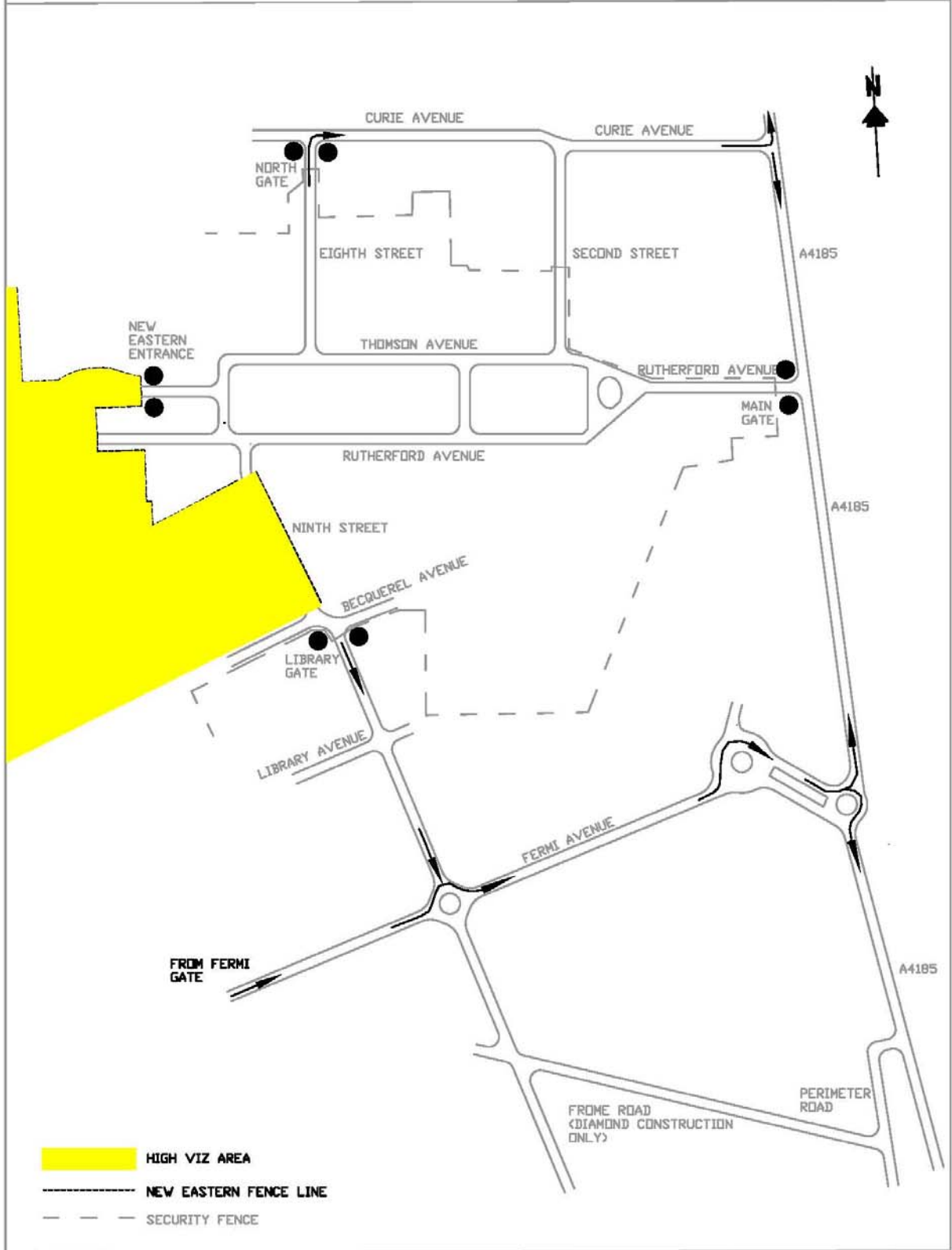
Flying Restrictions

The airspace over the Harwell site is prohibited space and flights of any description, including helicopter landings, can only be permitted with prior formal authorisation or in accordance with exemptions. The prohibition applies to an area that extends 2 miles out in all directions from a point at the centre of the site and up to 2,500 feet in altitude. Above these altitudes, there is no prohibition. Requests for other flights or landings should be directed to The Property Manager on 01235 43 1550.

ACCESS FROM A4185 MAY 2009 (SEE TIMES ON PAGE 3)



ACCESS TO A4185 MAY 2009 (SEE TIMES ON PAGE 3)



Parking

Parking

Drivers should use the designated car parking spaces provided. Drivers should be especially vigilant for other traffic when manoeuvring in a car park.

Vehicles should NOT be parked in any of the following spaces:

- next to the security fence; on or over duct covers and, except in authorised parking spaces, on or over manhole covers;
- on grass and pavements;
- on yellow or white hatching, double yellow lines or on clearways;
- in parking spaces reserved for either disabled drivers, emergency vehicles, official vehicles or visitors, unless this is appropriate;
- opposite or adjacent to junctions;
- blocking/obstructing roads, vehicle or other access to buildings or for emergency services;
- in a manner which may endanger other road users and pedestrians.

People who park in unauthorised areas may be reported to the Property and Facilities Services Manager. Drivers who do not comply may be banned from driving on site.

On-street parking on the main road routes around Harwell is not permitted, except as marked along Becquerel Avenue.

The visitors' car park outside the Main Gate reception should not be used for long periods. It is reserved for short-term use by visitors.

Be aware of traffic cones which indicate the temporary suspension of car parking in a particular area. They are there for your safety and the safety of your property.

Hire cars should be delivered to and collected from home addresses. Where this is not practical an area of Thomson Avenue Car Park has been reserved for the parking of hire cars.

Private vehicles may only be left on site overnight, or for extended periods where the member of staff is away on official business, or has been taken ill at work and is medically unfit to drive. In such cases the CNC must always be informed (01235 43 3030) and the relevant vehicle should be parked in specified car parks only. (Details of the specified car parks can be obtained from the CNC or by contacting the helpdesk on 01235 43 3000). When any such vehicles contain dangerous goods (including radioactive materials), approval will be needed from the RSRL Dangerous Goods Safety Adviser.

Animals may only be brought within the perimeter fence with prior approval from the Property and Facilities Services Manager and must never be left unattended in parked vehicles.

Emergency Arrangements

Emergency services (fire, ambulance and police) can be contacted on **01235 43 2222**. (Site occupants connected to the RSRL Harwell telephone system can dial Ext. 2222 direct.) This number should only be used in an emergency to call the relevant service and must NEVER be used for non-emergency calls. Non-emergency calls to the CNC should use 01235 43 4656.

Fire and Safety Precautions

All site occupants must comply with the Fire Safety requirements of the workplaces they occupy or visit. Where appropriate, fire inspections and audits etc, will be carried out to ensure such compliance. Building Supervisors are responsible for formulating their own fire safety plans, e.g. nominating Fire Wardens, identifying exit points, etc. and for ensuring general in-house fire precautions, with regard to the premises they occupy. Tenants are similarly responsible for other in-house safety and for monitoring these arrangements.

General Safety

All site occupants should make themselves aware of the safety arrangements in their areas. The RSRL safety help line (01235 43 1777) can assist with any queries. In the event of an emergency, all personnel within the security fence will be under the orders of the Emergency Controller (see Site Emergencies section).

Alarms and Testing of Alarms

All site occupants must be aware of the significance of different alarms (fire alarms, site klaxons, etc.) in their building or on the site in general, and of the action to be taken in response. Responsive action is required on all occasions except when the alarms are sounded for testing purposes only: for site klaxons, this is normally the first Tuesday of each month at 10.00am.

Terrorist Threat - Response Level

To advise all site occupants of the terrorist threat to the RSRL, display signs have been positioned at all main entrances to indicate the current Response Level.

The standard Response Level is **NORMAL**. This measure indicates that there should be adequate security measures in place to protect the site, and individuals, against the terrorist threat. In the event of an increase to the terrorist threat within the United Kingdom, the display signs will be changed to one of the following:

HEIGHTENED

EXCEPTIONAL

At the date of publication the Response Level is Heightened.

Further information on specific actions to be taken during the respective Response Levels can be obtained from the RSRL Site Security Manager. Regardless of the current Response Level, anything suspicious must be reported immediately to the CNC or RSRL Site Security Manager.

Security Precautions

All site occupants should include arrangements for the following in their appropriate building emergency plans. Further advice can be obtained from the RSRL Site Security Manager.

On receipt of a bomb warning or telephone threat,

- the recipient should indicate the nature of the call to a colleague, who should immediately alert the CNC on 01235 43 2222, holding that line open while information is obtained from the caller;
- the recipient should keep the line open to the caller for as long as possible and elicit as much information as possible on the nature of the threat, location of the bomb, appearance of the bomb etc;
- these details should be passed immediately to the CNC and the recipient should make themselves available to provide a written statement to the Constabulary for evidential purposes.

On the discovery of a suspect bomb letter or parcel,

- do not handle the package;
- evacuate the room, if possible opening windows so that some of the pressure from any blast can escape;
- do not turn off any lights, leave the door to the room open and any further doors left open, whilst evacuating the building;
- ensure no-one else enters the room;
- immediately inform the CNC on 01235 43 2222, with full details of the package, its location and any action taken. Be available to provide further details to the CNC.

On the discovery of a suspect parcel, which may contain malicious chemical, biological, radiological or nuclear (CBRN) material,

- do not shake, squeeze or open any intact package. If possible and if you are already holding the item, place it in a sealable container (eg a plastic bag). Otherwise, cover it over with something to hand (eg a waste paper bin). Do not touch the item any more than necessary or move it elsewhere;
- turn off any equipment in the room which may create draughts (eg ventilation, fans, photocopiers, PC's and printers);
- close all windows and evacuate the room, locking the door and leaving the key in the lock;
- if possible, put a warning sign on the door;
- go to an isolation room. All personnel who may have been in contact with the package should avoid other people to prevent potential further contamination;

- do not rub your eyes or touch your face or other people but wash your hands thoroughly with soap and water;
- inform the CNC on 01235 43 2222. You may be required to provide a written statement for evidential purposes.

If the suspect package is outside, move as far away as possible upwind from the item and call the CNC on 01235 43 2222.

Site Emergencies

Action on Hearing the Klaxons

In the event of a Site Emergency the **Warning** will be an interrupted note on the klaxons lasting 1½ minutes. The **All Clear** is a continuous note on the klaxons lasting 2 minutes.

On Hearing the Warning Klaxons

The gates will normally be closed, preventing access or egress, and movement on site will be restricted. Specialist services will be mustered, the Site Emergency Control Room manned, and the site will come under the control of a senior member of RSRL staff (the Emergency Controller).

Site occupants should take the following action:

- Stay inside, shut all windows and doors to the outside.
- Shut off and close all ventilation systems where necessary: see guidance below.
- Make safe work in progress.
- If outside, enter the nearest occupied building and report to the assembly point. If possible, notify your manager of your location.
- The Building Supervisor, or other Building Manager, must allow access to people seeking shelter, but should keep them segregated for possible monitoring by Health Physics.
- The Building Supervisor, or other Building Manager, must immediately arrange for a roll call of all building occupants, including people taking shelter and be prepared to give accountancy of personnel to the Site Emergency Control Room if requested.
- Await instructions from your Building Supervisor or Building Manager.

SITE RULES & REGULATIONS

- During the period of the emergency the site will be under the orders of the Emergency Controller and all site occupants must co-operate with his instructions. Information about the incident will be disseminated by the **Site Announcing System**, which can be accessed by dialling 0800 169 6306. Information will also be disseminated through Property Matters or similar notices, wherever possible. Site occupants should NEVER attempt to contact the CNC, on-site emergency services or Site Emergency Control Room for further information: it is essential that these lines are kept clear to manage the emergency.
- Do not use the Harwell Telephone System except for calls connected with the incident and for other emergencies in case site emergency personnel need to contact you. Incoming calls should be answered politely, but curtailed if not of an urgent nature. If, after the klaxons have sounded, you need advice on a separate emergency (including personal emergencies which require you to leave site), telephone 01235 43 3000 or 01235 43 4078. These numbers should be used for urgent queries only, not for general advice or progress reports.
- Do not leave the building until the **All Clear** has been sounded.
- After the **All Clear** has been sounded any people taking shelter should be checked for possible contamination if this has not already been done. These personnel should be kept segregated and appropriate monitoring can be arranged by telephoning 01235 43 3000 or 01235 43 4078.

Ventilation Systems

During a site emergency, it is not a requirement to shut off and close ventilation systems, where:

- the ventilation only affects unoccupied space, such as dedicated server rooms;
- the incoming air is filtered;
- shutting off ventilation before an operation has been terminated would create additional safety hazards; or
- shutting off ventilation would involve major disruption to work. In this case, the operator should assess the need to shut off ventilation in the light of information made available: in the absence of such information, the possibility of a radioactive release should be taken in to account.

Advice on these arrangements can be obtained from the RSRL Site Emergency Planning section on 01235 43 5526 or by phoning 01235 43 4078.

Urgent Evacuation or “Scram” Alarms

The action of the occupants of buildings equipped with Urgent Evacuation or “Scram” Alarms and of other adjacent buildings are covered by local instructions. Generally staff should evacuate to a predetermined location.

Site Incident Developing During Peak Traffic

Under some circumstances, in particular when large numbers of people are moving about the site on their way out, sounding the klaxons may hinder rather than aid the achievement of the Site Emergency Organisation. The judgement of the Site Incident Officer and/or the Emergency Controller may be that when an emergency is declared during normal departure times, it would be less hazardous for the general departure to continue, e.g. because of the practical difficulties of individuals finding shelter close at hand, likely doses that would be received following a release, etc. In these instances, appropriate instructions or information may be displayed at site access gates.

Site Emergency Exercises

It is a condition on all site occupants, whether RSRL, tenants or contractors, that they, and their visitors, participate in Site Emergency Demonstration Exercises involving the Harwell site and peripheral establishments which are held periodically. Dates of such exercises are normally announced in advance but their timing and duration will depend on the exercise scenario.

In such a simulated incident, the site will normally be alerted by the sounding of the Site Emergency klaxons and site occupants must follow instructions as detailed above for a Site Emergency.

Umpires will move about the site during the exercise to check the response of specialist services and staff in general. They will normally be identified by distinctive jackets.

Whether normal work continues in the buildings whilst the site is under cover will be dependent upon the nature of the exercise and local building circumstances.

The following would apply on the day of the exercise:

- DO turn off ventilation systems, if you would do so for a real emergency.
- DO NOT leave buildings until the **All Clear** has been sounded unless on official Site Emergency business.
- DO NOT undertake any operations on the date of the exercise which may become unsafe if you respond properly to the exercise.
- DO NOT arrange commitments with external organisations on this date as access to the site cannot be guaranteed. Likewise, do not arrange appointments off the site as egress cannot be guaranteed, nor deliveries to site.
- DO NOT call for monitoring checks on personnel who have sheltered in your building. These will not normally be required during exercises unless specifically requested by the Emergency Control Room.

The sounding of the **All Clear** on the klaxons (a continuous note) signifies the end of the exercise for all staff who are not involved in specialist operations. However, aspects of the exercise could continue after the **All Clear** has sounded.

Security Alerts

In the event of a security alert the site emergency arrangements may also come into play. Site occupiers/tenants must participate in security exercises.

Site Management

Photography

Photographic equipment, with the exception of mobile phones with an inbuilt camera, may not be brought or held within the perimeter fence without prior authorisation from the Site Security Manager. Where such authorisation is given, cameras or other equipment may only be used in authorised areas.

Storage and Waste Materials

Material, including fuel and other flammable materials, may not be stored on any common areas of the site, either temporarily or long term, without the prior approval of the Property and Facilities Services Manager.

Fires

Fires, even under controlled conditions, may not be started anywhere on the site without the prior approval of the Property and Facilities Services Manager.

Alcohol and Drug Abuse

In the interests of safety, anyone found on Harwell premises who is intoxicated or who is in possession of or under the influence of controlled drugs (when these have not been prescribed for medical reasons by a registered medical practitioner) may be banned from the site. The mis-use of other substances (e.g. glue-sniffing) is similarly not permitted.

Estate Development Control

Modifications to land and property, including new constructions whether temporary or permanent, may only be made with the approval of the Property and Facilities Services Manager, following submission of an Estate Development Control application. Modifications requiring excavations will also be subject to the issue of an excavation permit.

Electronic, Radio and Computer Appliances

All Harwell occupants must make all reasonable endeavours to ensure that radio, electrical, transmitting or computer equipment in their control does not cause interference with the equipment of others. Site occupants may be required to provide details of their arrangements e.g. radio frequencies in their use. New or modified equipment which may cause interference must cease operation on the instruction of the Property and Facilities Services Manager or SEO.

Mobile Phones

The use of mobile phones may be banned in certain areas under local operating procedures and is not permitted in contamination or radiation controlled areas.

Hazards

All Harwell occupants should report any hazards or defects noted on common areas of the estate (e.g. streetlight failures, trip hazards, etc) to the Property and Facilities Services Helpdesk on 01235 43 3000.

Dangerous Goods and Radioactive Material

Explosives or other significant dangerous goods may only be brought on site with prior permission. Radioactive material must not be brought on to or consigned from the site without prior approval. Advice can be obtained from the RSRL Dangerous Goods Safety Adviser/Radioactive Materials Transport Officer.

Security Searches

The CNC are authorised to stop and search vehicles, personnel and any baggage. The searches are for general site security purposes, including checks for the unauthorised transfer of property and other items to and from the site and areas within it. Personnel with legitimate reasons for removing property must be able to produce appropriate authorisation documentation on relevant headed paper. (A standard format for such documentation is available from the Property and Facilities Services helpdesk on 01235 43 3000 and should always be used by RSRL personnel.)

Passes are not required for standard business equipment – mobile phones, lap top computers and pagers.

The frequency and timing of spot searches will vary. Refusal to be searched will be reported and further action may be taken as appropriate. Refusal to be searched on entry may result in entry being denied.

Any breaches in security will be reported to the relevant resident organisation as soon as possible after detection. Attempts to remove property without appropriate authorisation may lead to arrest and prosecution.

Occupants must not bring knives, firearms or other weapons on to site; possession of these items may lead to arrest,

Management of Waste

All occupants of the Site (including contractors) have a Duty of Care under the Environmental Protection Act 1990 to make appropriate arrangements for the control and disposal of waste.

All waste must be properly controlled by the producer and must not be fly-tipped.

Waste skips and collection areas must be clearly signed to identify who controls them and under what circumstances waste may be deposited.

On construction sites or where other temporary arrangements are required, waste skips must be lockable or secured within a fenced compound.

Discharge of Waste Water

Discharge Routes

There are four routes for the discharge of waste water arising from buildings at Harwell:

- Surface water drainage system
- Foul effluent drainage system
- Trade waste drainage system
- Radioactive effluent drainage system (including waste collection in carboys or tanker).

Foul effluent and most trade waste is routed direct to Thames Water's treatment works. Other effluents are currently routed to the Liquid Effluent Treatment Plant (LETP) for treatment, as appropriate, prior to discharge to the environment.

Limits and Conditions

Any proposed chemical or other novel discharges into the foul stream should be referred to Thames Water for advice and consent. All other discharges into relevant drainage systems must meet the limits and conditions set down by the operators of the LETP in LETP/ADMIN/921 "Disposal of Radioactive Liquids, Trade Waste, Sewage and Surface Water for the Harwell Site" which is available from the LETP Manager (01235 43 4407), or on the Intranet, Environment section on the Radioactive Waste Procedures and Guidance page.

Particular Requirements

The site surface water drainage system is to be used for rainwater only and not as a discharge route for effluents. Washing of vehicles to any of the drainage systems is not allowed.

Only sewerage and foul water acceptable to Thames Water may be consigned to the site sewage system.

Under no circumstances must radioactive liquid or process effluent be consigned to the surface water or sewage systems.

Suspended solid wastes, solvents, oils, etc. must not be discharged into the active, trade waste or surface water drainage systems.

All consignors of chemical discharges into the site drainage system must understand and observe COSHH regulations. The site drainage system must not be used as the disposal route for chemicals and materials no longer required, which should be disposed of separately through an authorised service.

SITE RULES & REGULATIONS

In the event of an accidental discharge of radioactivity or a chemical contaminant into the surface water system (e.g. due to a spill of radioactivity or fuel in a transport accident), this must be reported immediately to the site LETP Manager (on 01235 43 4407 or 01235 43 4403; or via 01235 43 2222 outside normal working hours) so that remedial measures, including local containment of the discharge, can be taken promptly.