



Research Sites
Restoration Ltd

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RSRL WINFRITH

SITE RULES & REGULATIONS

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RSRL - Winfrith
Dorchester DT2 8WG

These regulations apply to all those present at the RSRL Winfrith Site. Resident organisations should ensure that their staff are aware of the Site Rules & Regulations

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

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Scope

These regulations apply to all those present at the Winfrith Site.

Access

Passes

Entry to Winfrith Site is by way of a properly authorised temporary or full site pass. A full site pass will only be issued to persons who have attended full safety induction training and satisfied a security check.

Passes must be worn visibly at all times within the site, except where this is precluded by safety or operational factors.

Visitors

Visitors must report to the **Main Gate Reception**, situated north of the A352, off Gatemore Road, to obtain their visitor site pass. The issue of a visitor site pass must be sponsored by an authorised person. All visitors are required to produce a formal means of identity e.g. drivers licence. Visitor 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. A full site pass will be required for any subsequent visits unless, exceptionally, the Property Manager has agreed otherwise. Note 'Access Control' below for further information

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.

Site Induction

All visitors will receive a safety leaflet outlining the site emergency arrangements.

Visitors over 2 days will be shown a short safety video viewed in main gate reception on their initial visit.

Visitors for 15 working days or over in any twelve month period will attend the full site induction training, which normally lasts about 1hour. If work entails hands on involvement with safety-related hazards, visitors should receive the induction training as soon as possible after arrival on site and certainly within three days and should be permanently supervised until they have received that training.

Access Control

Access to the site is controlled by a Commercial Security Guard Service (Guard Service)

RSRL reserves the right to refuse access on security grounds.

Reception is open between 08:00 and 16:30 (08:00 and 16:00 on Fridays)

Visitors and deliveries should normally enter between these times, unless prior arrangements are made.

RSRL – Winfrith Site Rules & Regulations

When entering or exiting the Winfrith site during “lighting up time” drivers shall switch off vehicle headlights and display sidelights only.

Firearms and other offensive weapons are not allowed into Winfrith without specific agreement of the Property Manager.

- Children under 16 are not allowed into Winfrith without specific agreement of the Property Manager which will only be granted in exceptional circumstances
- No dogs are permitted on the site except:
 - a) Guide dogs
 - b) Dogs in delivery vehicles which must, at all times, remain in the vehicle.

Photography

No photographs or video recordings may be taken without the appropriate prior approval:

Type of Photograph/video recording	Approver
Outside Buildings	Property Manager
Inside Buildings	The Building Manager or ATO Holder
Press or Media	Communications Manager
Any photograph or recording to be published	Property Manager

Searches

The Guard Service is authorised to stop and search vehicles and personal baggage leaving the Winfrith Site. The searches are primarily to check for the unauthorised transfer of property from the site. The frequency and timing of spot searches will vary. 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 prosecution.

Searches may also be conducted on vehicles and persons entering the site in the interests of preventing and deterring acts of terrorism. Refusal to submit to search will preclude entry to site and site management will be informed.

Traffic Management

Use of Gates

Special care must be taken at all times when entering or leaving through the security chicanes and site gates, as users will stop to show or hand in passes.

Advance notice (48hours) is required of vehicles over 40 feet long entering the site as arrangements will need to be made for them to navigate the chicane.

Road Safety

Users of the site must abide by the standard laws and regulations for road traffic (the Highway Code). This also applies to pedestrians and cyclists.

Roller skating and skateboarding is not permitted on site.

Winfrith has a general 20 mph maximum speed limit although speed is further restricted to 10 mph on the approach to site gates entering/leaving car parks and locally elsewhere where so signed. Everyone is required to adhere to these limits for their own safety. Anyone who breaches the limits or drives without due care and attention may be reported to their employers. The Property Manager may, if necessary, prohibit an individual from driving on the Winfrith Site.

Overtaking, other than of stationary and very slow moving vehicles (typically electric vans, tractors, forklifts unless signs indicate otherwise), is not permitted on the Winfrith Site. When overtaking is necessary the greatest of care shall be taken so as not to endanger other road users/pedestrians.

All motor vehicles, plant and machinery using Winfrith roads must display a current road fund licence if applicable, and have appropriate insurance cover.

In addition, plant and machinery in use as a vehicle must be:

- ◆ Fit for purpose, with all standard fittings in working order. Plated weight must not be exceeded. HGV operators will hold the necessary licences.
- ◆ Maintained in accordance with appropriate guidance/regulations. Records detailing maintenance and testing regimes must be available for inspection.

Users will be suitably licensed and experienced to operate the vehicle. Copies of qualifying documents should be available for inspection at the site.

When planning journeys on site involving extraordinary loads or large vehicles the Winfrith Street Manager must be informed to ensure all site issues have been addressed.

Parking

On street parking around Winfrith is not permitted

Vehicles shall NOT be parked nor wait in any of the following spaces:

- ◆ Next to the security fence
- ◆ On grass and pavements except as directed by the Guard Service
- ◆ On or over duct and manhole covers
- ◆ On yellow or white hatching, double yellow lines or on clearways
- ◆ In parking spaces reserved for disabled drivers, official vehicles or visitors
- ◆ Opposite junctions

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- ◆ Blocking/obstructing roads, vehicle access to buildings or emergency services access
- ◆ In a manner which may endanger other road users and pedestrians.

All road users are required to observe parking restrictions and use only marked spaces in authorised car parks.

Drivers should be especially vigilant for other traffic and pedestrians when manoeuvring in a car park. The Property Manager may direct which car parks are normally associated with a particular demise.

Private vehicles may only be left on site overnight, or for extended periods, where the owner is away on official business, or has been taken ill at work and is medically unfit to drive. In such cases the Guard Service must always be informed.

Vehicles shall not be driven on or over duct and drain covers, except at formal bridging points.

Pedestrians/Cyclists

High visibility jackets/vests must be worn when outside buildings or vehicles on the Winfrith site.

The only exceptions are:

- During organised group sports such as netball /football. This does not extend to other general recreational activities such as walking or jogging round site.
- When a formal risk assessment has identified that the wearing of a high visibility jacket is a risk in itself associated with a particular activity.

Cyclists on the RSRL Winfrith Site must wear high visibility clothing and safety helmets.

High visibility jackets/vests can be obtained from the RSRL PPE Store.

High visibility jackets/vests for visitors should be arranged by the visitors sponsor although Reception personnel can loan suitable clothing if necessary.

Emergency Arrangements

‘Emergency Services’: Assistance from Emergency Services can be obtained by dialling 01305 202222 (2222 from an internal RSRL phone) and asking for the service required. (Fire, First Aid, Road Traffic or other accident/injury, chemical/contamination spill, flooding, or other unsafe situations requiring urgent attention)

Emergencies

In the event of an emergency, tenants and visitors must comply with the instructions of authorised persons. General arrangements are set out in the Emergency Handbook.

Fire Precautions

All site occupants must comply with the Fire Certificate. Fire risk assessments are prepared for every building and reviewed annually; occupiers who carry out their own fire risk assessments must ensure they are reviewed by RSRL. Occupiers should assist in the annual reviews carried out by RSRL. In all cases occupiers are responsible for ensuring compliance with the fire risk assessment and notifying any proposed changes to the Property Manager in advance.

Alarms

Everyone shall be familiar with the sounds and the required responses to the Site Emergency Alarms and other alarms. A recording of the Site Emergency Alarm can be heard by dialling 01305 202211 (2211 from an internal RSRL phone). Responsive action is required on all occasions except when the site hooters and other alarms are sounded for testing purposes only. Should a genuine alarm occur during this period, the warning will be repeated. It is important to follow Site and Local Emergency Instructions in these circumstances.

Test of Site Emergency Alarm: On the first (working) Tuesday of each month, between 0945 hours and 1015 hours.

Test of Fire Alarms and Building Evacuation Hooters: Normally weekly, you should be aware of the testing regime for your area.

General Safety/Security

Everyone shall make themselves aware of the safety and emergency arrangements within their buildings. Further advice can be obtained from the Site Security Manager.

Tenant Organisations should brief Winfrith Emergency Services Department (01305 202200) regarding plant left working unattended or any other exceptional situations which might have an impact on safety.

For their own safety, anyone working alone outside normal working hours is advised to notify the Guard Service on extension 2121.

Response Levels

To advise all site occupants of the terrorist threat to RSRL, display signs are located at site 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 increased terrorist threat in the United Kingdom, the display sign will be changed to either:



The level has been heightened for some time

Each response level will initiate additional security measures appropriate to the threat. The Site Security Manager will issue further information on specific actions to be taken in the event of a change in security status.

Personnel must report anything suspicious immediately to the Guard Service.

Bomb Threats/Alerts

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 Guard Service;
- 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 Guard Service and the recipient should make themselves available to provide a written statement to the Dorset Police 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 Guard Service with full details of the package, its location and any action taken. Be available to provide further details as necessary.

Site Emergency Exercises

All personnel within the perimeter fence are required to participate in Site Emergency Exercises and or relevant building emergency exercises. Dates of the Site Exercises are announced in advance.

In any real or simulated incident, the site will normally be alerted by the sounding of the Site Emergency Alarm. The gates will normally be closed and movement on site will be restricted. Specialised services will be mustered, the Site Emergency Control Centre manned, and the site will come under the control of a senior member of RSRL staff (the Emergency Controller).

THE SOUNDING OF THE SITE EMERGENCY ALARM REQUIRES THE FOLLOWING ACTION:

DO take shelter in the nearest building if you are in the open, avoiding buildings with a flashing warning sign.

DO report to the Building Warden or other person in charge of the building.

DO close all windows and doors to minimise contaminated air entering the building.

DO allow access to people seeking shelter but keep them segregated for monitoring by Health Physics.

DO NOT leave buildings until the **All Clear** has been cascaded via the BUILDING WARDEN SYSTEM unless on official Site Emergency business.

SITE EMERGENCY EXERCISE ARRANGEMENTS

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.

DO NOT use the site telephone systems during the exercise except for purposes connected with the exercise, or in the case of a genuine emergency. Incoming calls should be answered but curtailed if not of an urgent nature.

Umpires will move about the site during the exercise to check the response of specialised services and staff in general. They will normally be identified by coloured tabards.

Whether normal work continues in the buildings whilst the site is “at exercise” will be dependent upon the nature of the exercise and local building circumstances. **All Clear** will be cascaded via the BUILDING WARDEN SYSTEM. However, aspects of the exercise could continue after the **All Clear** has been announced.

Site Management

General

Material may not be stored on any common areas of the site, either temporarily or long term, without the prior approval of the Property Manager.

The burning of wood and other materials at Winfrith is not permitted without the written permission of the Property Manager. (Fire Test Compound excepted).

In the interests of safety, anyone found on the Winfrith 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 site. The misuse of other substances (e.g. glue sniffing) is similarly not permitted.

There is an air exclusion zone around the Winfrith Site, prohibiting incursion by aircraft. Exceptionally, exemption may be arranged by the Property Manager.

Winfrith is a multi-tenancy site and activities in your business may have implications for others working here. Consequently the Landlord encourages the exchange of information about any matters of mutual interest, particularly the following:

- ◆ Safety, health and environment issues which have the potential for impact outside your building
- ◆ Staff industrial action/picketing etc
- ◆ Disciplinary matters which may have an impact on site access or security clearances
- ◆ Changes in core working hours

The import of Radioactive or Other Hazardous Materials onto the Winfrith Licensed Site is prohibited unless approved by the Radioactive Materials Transport Responsible Officer (RMTRO) or his nominee. Advice on what constitutes hazardous materials can be obtained from the RSRL Dangerous Goods Safety Advisor.

This requirement covers all items other than items in use in everyday life e.g. luminous watches.

The consent of the RMTRO or his nominee is also required prior to the transportation of Radioactive or other Hazardous Materials within the Site or the import of such material onto tenants' demise where there is the potential for this to impact on any third parties.

Any working in Site Service Ducts requires the authorisation of RSRL Property Manager.

Occupation of buildings and facilities at Winfrith is managed by formal mechanisms. These mechanisms identify the responsibilities of each party and are contained in the RSRL Management System and specific Winfrith procedures. Tenants should refer to the Tenant Safety Requirements.

Estate Development Control (EDC) – Modifications to land, property and services, including new construction or change of use, whether temporary or permanent, may only be made with the approval of Property Management, following submission of an Estate Development Control application (allowing at least 21 days before proposed commencement). Please allow additional time for complex, novel or potentially contentious matters.

All Excavation Works at Winfrith (in addition to EDC controls), are subject to an Excavation Permit. No excavation works may commence prior to receipt of authorisation. The authorisation will identify the disposal route for waste arisings.

Smoking

Smoking is not permitted inside any buildings. Smoking may be permitted in designated smoking areas/shelters where signage indicates that smoking is allowed. RSRL staff refer to Employee Notice EN/3/07 RSRL Smoking Policy.

Radio Transmission

No radio transmissions other than mobile telephones are permitted without the written approval of the Property Manager.

Nuclear Licensing Matters

Interactions with the Nuclear Installations Inspectorate regarding Site Licensing matters shall be conducted through the office of the Environmental/SHE Standards Manager.

Winfrith Technology Centre

When visiting Winfrith Technology Centre you must observe all local rules, signs and directions of management.

Site Perimeter Security Track

The perimeter track is principally for use by the Guard Force. The track should not be used as a substitute for the road network or as a vehicular short cut between buildings.

Management of Waste

All waste must be properly controlled by the producer.

All occupants of the Winfrith Site (including contractors) have a Duty of Care under the Environmental Protection Act 1990 to make appropriate arrangements for the management and disposal of waste. Recycling is encouraged wherever possible and it is desirable to separate conventional waste streams.

Project Managers and ATO holders who are consigning waste must inform the Estate Manager of all consignments, irrespective of who is acting as waste broker.

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

Consignors of waste may be required to pass their waste through monitors prior to leaving the site.

Discharge of Effluent & Special Solid Wastes

Only 'surface drainage water' shall be discharged directly or indirectly to the gratings, land drains and rain gullies. 'Surface drainage water' comprises:

- Untreated rainwater
- Excess water as a direct result of garden watering, where that water contains no chemical additives
- Excess water from fire hydrant testing or use
- Excess water from vehicle washing where that water contains no oil or chemical additive (detergent)

The following discharges can only be made under prior written agreement with the Property Manager:

- Discharge of non-radioactive liquids to process drains
- Discharge of non-toxic aqueous single phase, potentially radioactive liquids to the active drains
- Discharge of potentially radioactive sewage to the active foul drains
- The collection and disposal (or storage) of other liquid wastes and radioactive and special solid wastes can also be arranged through the Waste Compliance Manager.

Useful Numbers

◆ Alarms Recording	(0130520) 2211
◆ Dangerous Goods Safety Advisor	(0130520) 2385
◆ Effluent Operations Section	(0130520) 3314
◆ EMERGENCY	(0130520) 2222
◆ Environmental/SHE Standards Manager	(0130520) 3054
◆ Estate Manager	(0130520) 2974
◆ Excavation Permits	(0130520) 2080/2955
◆ Guard Service	(0130520) 2121
◆ Induction Training/ Pass Office	(0130520) 2515
◆ Property Manager	(0130520) 2487
◆ Radioactive Materials Transport Responsible Officer	(0130520) 2385
◆ Site Reception	(0130520) 2703/2774
◆ Security Office	(0130520) 2515
◆ Security and Emergency Planning Manager	(0130520) 2089
◆ Senior Safety Advisor	(01305 20) 3187
◆ Site Closure Director	(0130520) 2178
◆ Street Manager	(0130520) 2974/2080
◆ Utilities Management & Repairs	(0130520) 3223/2080
◆ Waste Compliance Manager (Liquid, radioactive & special waste)	(01305 20) 3127
◆ Winfrith Emergency Services (WES)	(0130520) 2200

Site Map

