



CEMPS Kay Building Local Induction

Prepared by:

- Infrastructure and Projects Officer (CEMPS)
- Technical Services Business Partner (CEMPS)

Approved by:

- Director of College Operations (CEMPS)

September 2021



Purpose of this Induction

- Local induction for users of the Kay building
- To ensure staff and PGR students understand and are able to comply with health and safety measures in the building.
- A reminder that compliance is a **personal** responsibility



SafeZone

- UoE highly recommends using the app **SafeZone**
- https://www.exeter.ac.uk/media/universityofexeter/healthandsafety/SafeZone_at_Exeter.pdf
- All staff and students are asked to log into **SafeZone** app when on campus
- Download SafeZone app from the app store
- Set up with your UoE username and read the instructions here:
<https://www.safezoneapp.com/how-it-works>



Building Management

- Measures to support good hand hygiene, with plenty of sanitiser points
- Cleaning stations in teaching spaces and meeting rooms
- Continued enhanced cleaning of shared spaces
- The provision of face coverings and strong encouragement to use these in shared indoor spaces
- Some booking systems will remain in place, some occupancy limits remain in place and will still have occupancy limits on doors, please respect any occupancy limits in place.
- Ventilation guidance in buildings has been taken in to account and there are prompts to open windows where natural ventilation is encouraged
- Strong encouragement to use NHS venue check in QR codes and the NHS contact tracing app to support NHS Test and Trace
- If areas of the building are segregated with barriers and contractor notices this means **no access to this area**. This is done for your own safety.



Working Hours and Building Access

- Kay will be open 8:00am – 7:00pm Monday to Friday
- Out of hours work is not encouraged but is available through authorised access this will allow working hours from 7am-10pm Monday-Friday and 8am-6pm Saturday-Sunday.
- When working outside of general building opening hours please ensure you are logged on to SafeZone and have completed a lone working risk assessment
- Regular checks will be completed in the building to ensure that only people authorised to do so are in the space. Room occupancy levels will be checked against the agreed occupancy number on the door where applicable



Accessing labs and offices

- Time slots in labs need to be booked via Clustermarket
- Bookable desks for PGRs and Post Docs are available in some shared offices and can be booked via Clustermarket
- Some offices may continue to use local rota systems – this will be made known to office occupants
- If you require swipe card access or keys for a specific area please complete the [CEMPS Building Swipe Access and Key Request Form](#)



Emergency Actions

Fire and First Aid

- There may be **fewer fire marshals and first aiders in the building, please act responsibly**
- The fire alarm will be tested on Thursdays at 09:45am
- Otherwise, **if you hear the fire alarm please leave the building**, reminding anyone you see to do the same
- Congregate at the **muster point in the Harrison Car Park**
- You will only be allowed back in the building via the front door when Estate Patrol give the all clear.
- There are first aiders on campus nearby please use SafeZone. Any bystanders to call Estate Patrol 01392 72 3333



Mail and Stores

Mail for building residents will be delivered to the Harrison staff common room 233 and will be in the pigeon hole under the initial of your surname.

Your parcels will go to Harrison Stores if instructed, otherwise they will be in LSI Stores. Please book a click and collect slot through [click @ exeter](#) and follow the instructions issued by Stores.

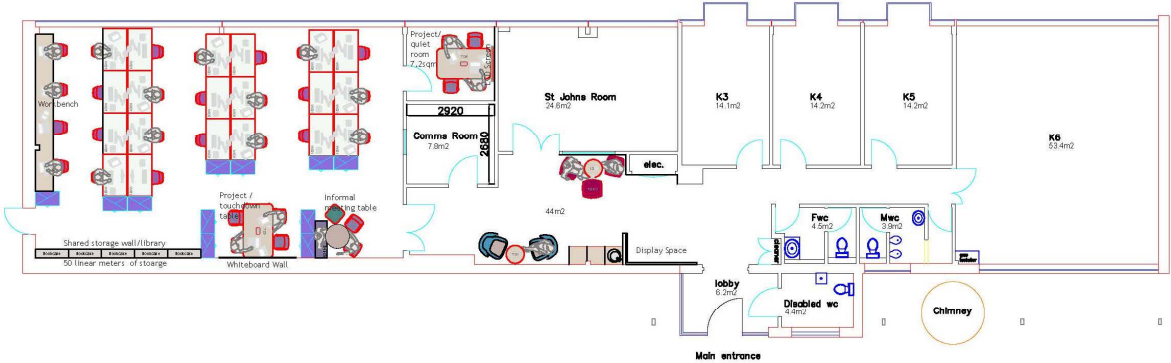


Reporting Problems or Concerns

- If you have **any concern about coming to work** contact your line manager, approach your Head of Discipline, or email empsinfrastructure@exeter.ac.uk
- If you have a **labs query** get in touch with your local technical services support, or Steve Spaul (S.R.Spaul@exeter.ac.uk)
- For all EMPS access requests, including buildings, offices and labs please complete the [CEMPS Building Swipe Access and Key Request Form](#)
- For all enquires about returning to campus or issues with ongoing building projects in EMPS please contact EMPSinfrastructure@exeter.ac.uk
- Any enquiry regarding mailing lists or UDB please contact the Executive Support team emps-est@exeter.ac.uk
- For small maintenance issues e.g. lights flickering, toilets not working, doors not shutting please complete a maintenance request <http://www.exeter.ac.uk/campushelp/forms/maintenance/>
- If you wish to report **an inappropriate incident or behaviour** please contact your line manager or Head of Discipline directly



Building Flow Diagram



© THIS DRAWING IS COPYRIGHT. Contractors and C must check all dimensions on site. Only figured dimension be used. Any discrepancies to be reported to the Project before work proceeds. This drawing shall be used only for purpose intended.

NOTES
GENERAL
Do not scale from this drawing

REV	DATE	DETAIL

REVISIONS

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ESTATE DEVELOPMENT SERV

Liffowda House
St German's Road
FAXETER EX4 6TT
Director of Estate Development Service:
H F McCann MRICS
Tel: 01392 725533
Fax: 01392 264547

BUILDING NAME

Kay Building

PROJECT

Project 1

DRAWING TITLE

Drawing Title 1

SCALE	DATE	DRAWN BY	C
1:100 @ A3	Jan 2013	HG	X

APPROVED BY	DATE

DRAWING NUMBER	REV
SK01	

