



CEMPS Science Park – Engineering Building Local Induction

Prepared by:

- Infrastructure and Projects Officer (EMPS)
- Technical Services BP (EMPS)

Approved by

- Director of College Operations (EMPS)

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Purpose of this Induction

- Local induction for users of the 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 meeting rooms
- Continued enhanced cleaning of shared spaces
- The provision of face coverings and strong encouragement to use these in shared indoor spaces
- Ventilation guidance has been taken into account in buildings 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

- The building will be open 08:00 – 16:00 Monday to Friday
- Out of hours work is not encouraged but is available if your PI remains in the building with you.
- When working outside of general building opening hours please ensure you are logged on to SafeZone and have completed a lone working risk assessment
- Only essential maintenance/on-call tech support will have access via Swipe & PIN out of hours
- Regular checks will be completed in the building to ensure that only people authorised to do so are in the space.



Accessing labs and offices

- Time slots in labs need to 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 Monday morning.
- Otherwise, **if you hear the Fire Alarm please leave the building**, reminding anyone you see to do the same
- Congregate in the car park at a safe distance from the building
- You will only be allowed back in the building via the front door when Estate patrol give the all clear. Listen to the 'Responsible PI' on site for clearance
- There are first aiders on campus nearby please use SafeZone. Any bystanders are to alert the responsible PI on site and call Estate Patrol 01392 72 3333

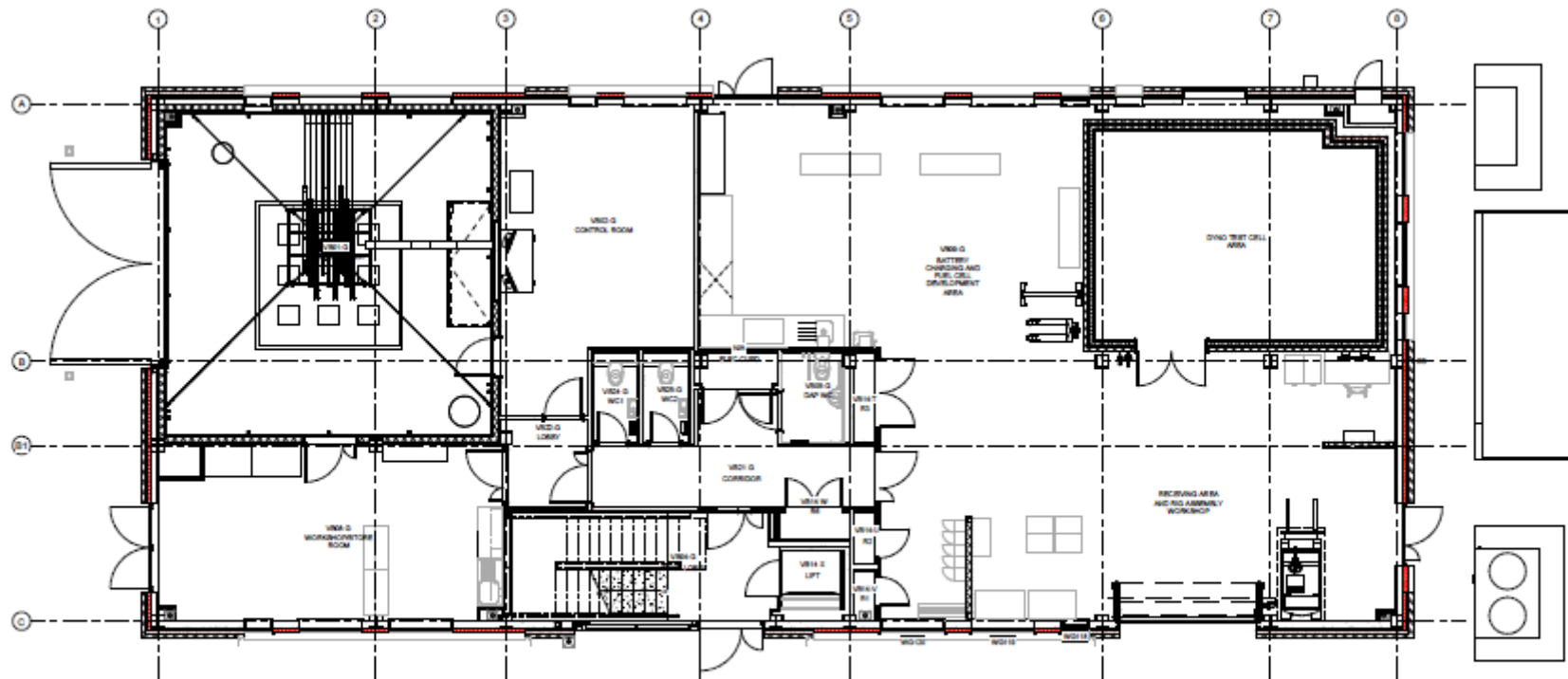


Reporting Problems or Concerns

- 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



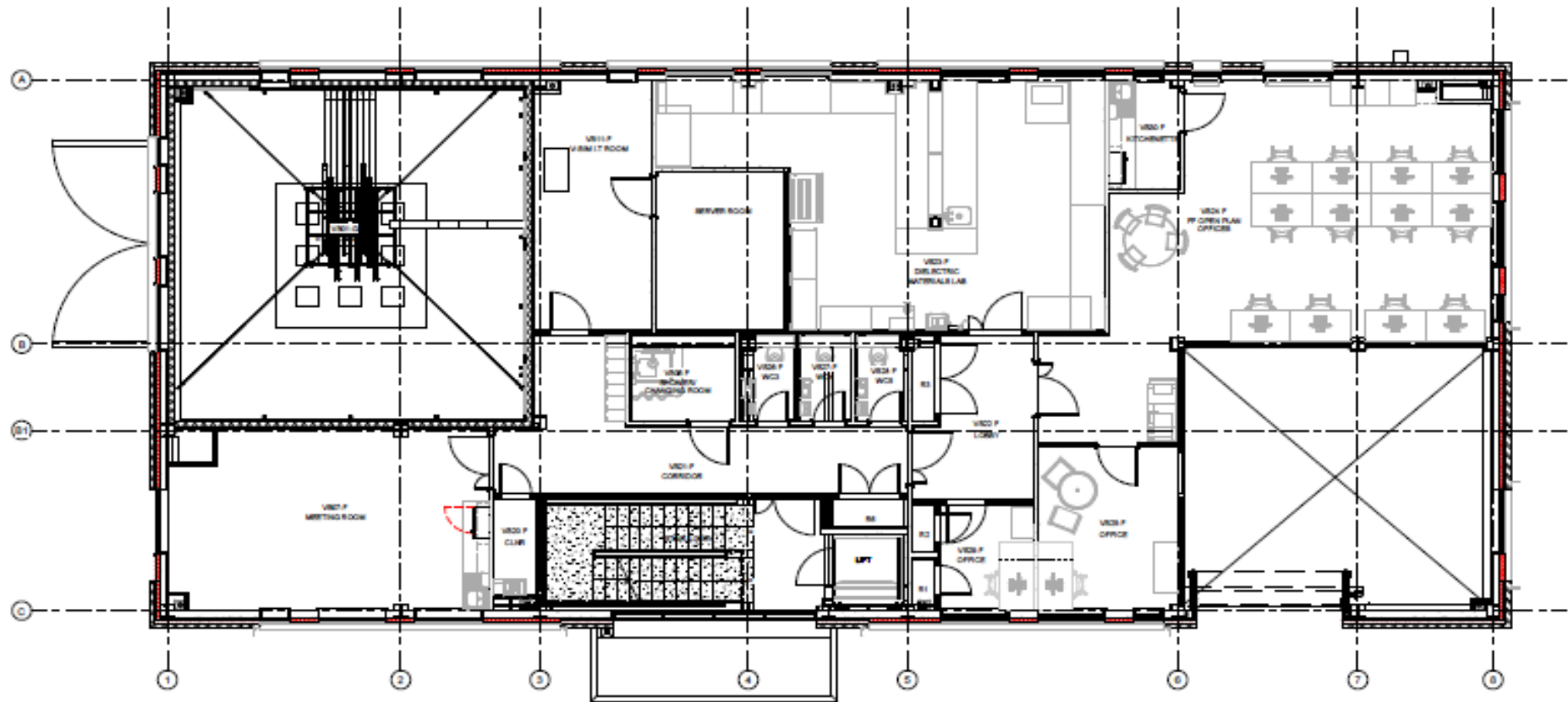
Building Flow Diagrams



Ground Floor



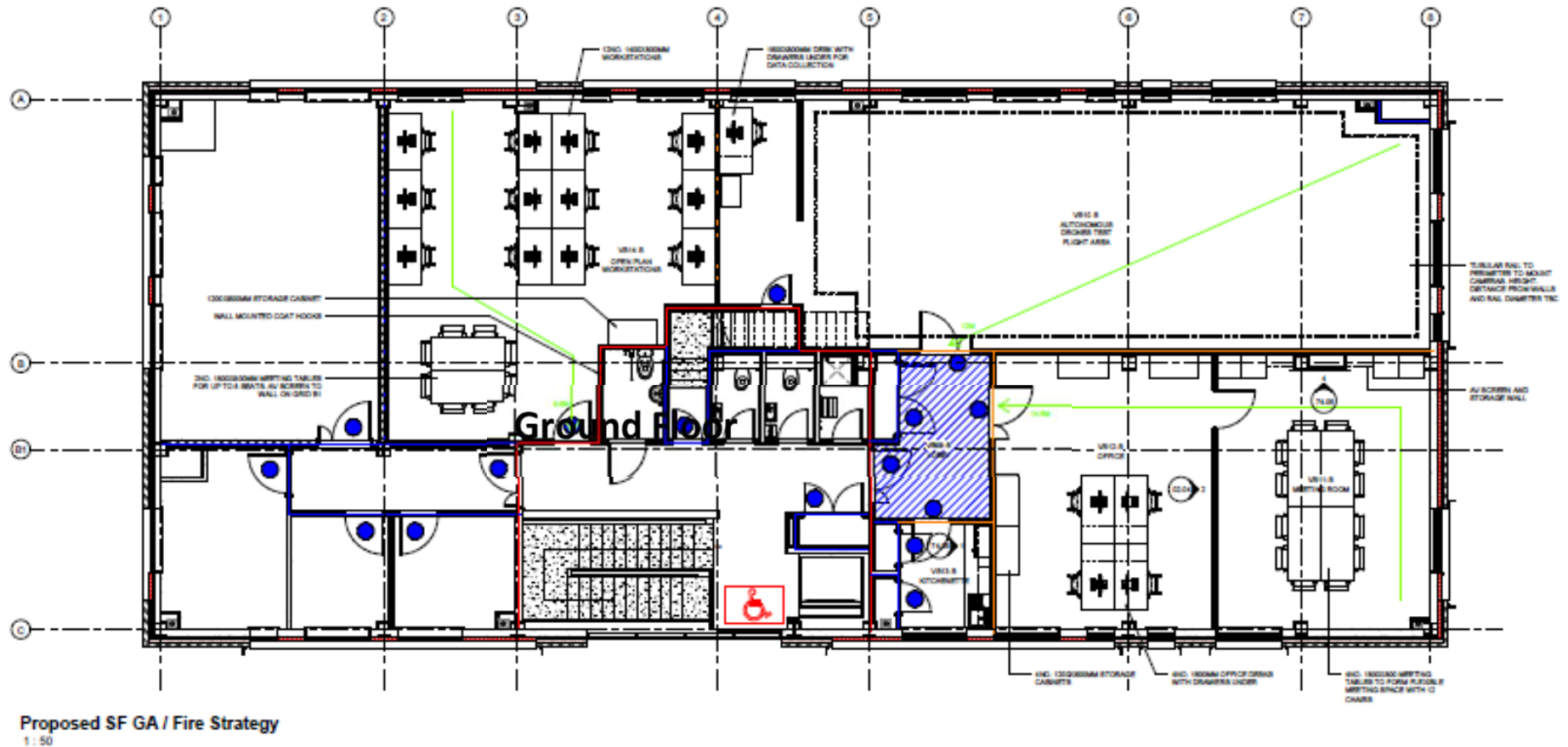
Building Flow Diagrams



First Floor



Building Flow Diagrams



Second Floor

