

Site Rules

CD/MAN/10 Issue 4
August 2018

Culham Science Centre Site Rules



These Rules may be varied from time to time

Issued by:

UK Atomic Energy Authority
August 2018

CONTENTS

Definitions and Contact Information		3
Scope		4
Access to the Site		4
	<i>Site Passes</i>	4
	<i>Visitors</i>	5
	<i>Children (16 and under)</i>	6
	<i>Dogs/Animals</i>	7
	<i>Patrol Service Searches</i>	7
Movement on and around the Estate		7
	<i>Road Safety</i>	7
	<i>Vehicle Repairs on site</i>	8
	<i>Spills of fuels/oils/lubricants from vehicles</i>	8
	<i>Refuelling of vehicles</i>	8
	<i>Washing of Vehicles</i>	8
	<i>Speeding</i>	8
	<i>Parking</i>	9
Conduct on the Estate		9
	<i>Smoking</i>	9
	<i>Alcohol/Drugs</i>	10
	<i>Use of Cameras</i>	10
	<i>Burning of Wood and Materials</i>	10
	<i>Management and Storage of Waste Materials</i>	10
	<i>Discharge of Effluent</i>	11
	<i>Use of Drones/Unmanned Aerial Vehicles (UAV's)</i>	11
	<i>Use of Lasers</i>	11
	<i>Estate Signage</i>	12
	<i>Personal Deliveries to Site</i>	12
Alterations/Modifications to Land, Buildings or Services		12
	<i>Estate Development Control Applications</i>	12
	<i>Excavations</i>	12
Safe Systems of Work		12
Emergency Arrangements		13
	<i>Emergencies</i>	13
	<i>Fire Precautions</i>	13
	<i>Building Alarms</i>	13
	<i>Site Emergency Klaxon</i>	13
	<i>Response Levels</i>	13

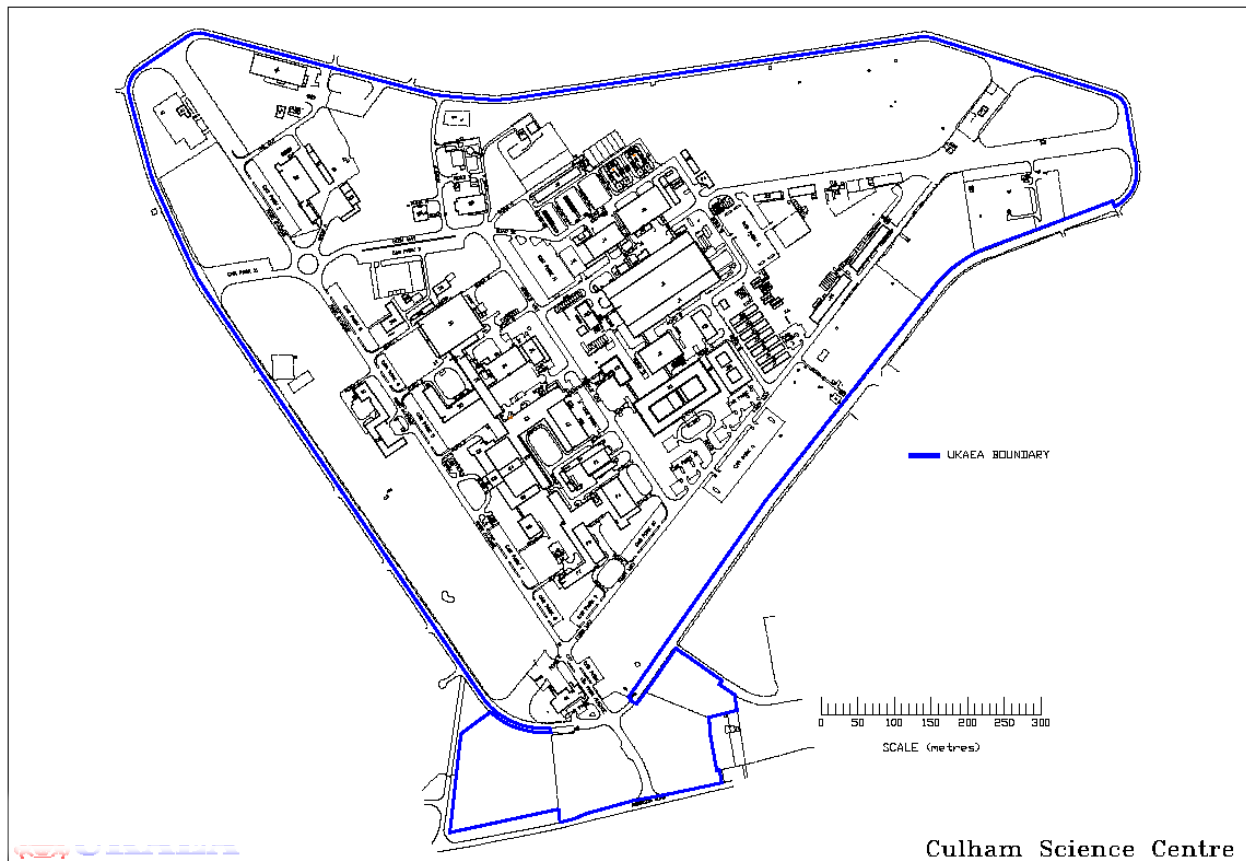
Definitions and Contact Information

Patrol Service	Staff of security company contracted by UKAEA to provide security services to the Site	Tel: 01235 466224
UKAEA Property Unit	Department responsible for all property matters on the UKAEA estate	Contact through Property Help Desk Tel. 01235 464444
Site Manager	UKAEA Manager, based in Property Unit, responsible for the estate and for general site management, including security and health and safety	Contact through Property Help Desk Tel. 01235 464444
Reception	Located at the main entrance to the Site, in Building G1	Tel: 01235 468100/468101
Waste Management Group Leader	UKAEA Manager responsible for the Trade Effluent System	Contact through Property Help Desk Tel. 01235 464444
Site Emergency Number		Tel: 222 (internal phone) Tel: 01235 842222 (external / mobile phone)

Scope

These Rules apply to all Culham Science Centre occupiers (both UK Atomic Energy Authority and tenant employees), their visitors and contractors, and all other persons whilst on the Culham Site, which is shown edged in blue on the plan below.

The United Kingdom Atomic Energy Authority (UKAEA) is the land-owner and operator of the Culham Science Centre and access is permitted only to people having a legitimate reason for being on Site.



Access to the Site

Access is normally through the Main Gate at the front of site.

Site Passes

Anybody entering Site must be in possession of either a permanent or temporary site pass and must show it to the Patrol Service staff at the main gate before access is allowed. A site pass only applies to the pass holder to whom it is issued. In special circumstances Group access may be allowed but arrangements must be agreed by the Site Manager, in consultation with the UKAEA Security Advisor, prior to access.

Passes are to be carried by the pass holder and must be visible at all times. The Patrol Service staff are authorised to challenge anyone on site not complying with this.

Visitors

All visitors must be sponsored. The visitor sponsor must hold a permanent site pass and ensure that the necessary visitor pass request is received by Reception staff at least one day prior to the visit date. Visitors will be required to show suitable photo identification before their temporary pass is issued. Visitors may not act as sponsor to arrange another visitors' access to site. The list of acceptable photographic ID documents is given in the following table:

Category	Evidence of Identification (ID)
British Citizens	Drivers Licence (card), Passport, Firearms/Shotgun Certificate
EU Citizens	Passport, Country ID card, Drivers license (card)
Foreign Nationals	Passport, UK Drivers License, Biometric Residency permit, UK work visa, UK firearms license,
Fire, Ambulance and Police services when not attending site in an emergency	A Police warrant card /organisation photo ID card
HM Forces	HM Forces ID card
Courier/Delivery	As above, or if not available a company ID Card plus delivery note or another document showing name of intended recipient

Visitors attending site outside of normal working hours (Normal hours 0815 – 1630 hours) will only be allowed access if a permanent site pass-holder is present on site to receive them.

Visitor passes are normally valid for one day only and where access is required for more than one day, a pass will be issued on each day, providing suitable identification is shown each time.

When visitors arrive unannounced, a visitor's pass will only be issued if a permanent pass holder can be contacted who is prepared to act as sponsor of the visitor. Again, suitable identification is required to be shown by the visitor.

If identification is not supplied the sponsor will be required to collect the visitor from Reception and escort them at all times during their visit.

Permanent pass holders who have lost/forgotten their pass will need to attend Reception and be issued with a temporary pass each day until their pass is found/replaced. Suitable identification will need to be shown and Reception are required to contact the pass holder's organisation to seek confirmation that they are allowed access to site.

Visits by family or friends to UKAEA-occupied buildings, including MAST and JET, should take place under the auspices of the official programme of Open Days/Evenings and other events organised by UKAEA Communications Group and not by arranging a temporary visitor pass.

Business-related visits to UKAEA-occupied buildings, including MAST and JET, which will involve more than 5 visitors and will include a tour of the Facilities must be discussed with UKAEA Communications Group before they are arranged.

Children (16 and under)

UK Atomic Energy Authority Staff, etc.

For UKAEA staff, UKAEA contractors, CSU, JEU, PMU, Commission staff, Secondees and visitors to UKAEA the bringing of children onto site is NOT allowed. UKAEA's risk assessments do not take account of the possibility of having children on site.

Emergency domestic situations should be dealt with through leave or other arrangements approved by management (i.e. working from home). Only when temporary childcare cannot be arranged may the child be brought on site in order for the parent/guardian to collect work to do at home. The duration of the visit must be kept as short as possible and the child must remain with the parent at all times. This must be pre-arranged through the employee's line manager with the Site Manager who will authorise the child's attendance on site to Reception. The parent/guardian must collect a pass for the child from Reception prior to entering site.

Special arrangements and risk assessments are in place for children to attend Open Days, Open Evenings and Special Events. Children are permitted on site as members of official school visits organised by UKAEA Communications Group, as members of the UKAEA Apprentice Training Scheme, or as members of the UKAEA Work Experience Programme.

Visits by children to UKAEA-occupied buildings including MAST and JET should take place under the auspices of the official programme of Open Day/Evenings and other events organised by UKAEA Communications Group and not by arranging a temporary visitor pass.

Tenants

Tenants are discouraged from bringing children onto site.

However, any child exceptionally brought onto site by staff of a tenant organisation (with the agreement of their employer) must (1) have a valid visitor pass – see below - and (2) remain in the tenant's premises.

Children must not be taken into any other areas controlled by other tenants or by UKAEA without permission from the tenant or the UKAEA Site Manager. This includes the E2 Restaurant and E3 Coffee Lounge. The only exceptions are to enable the use of washroom facilities; however, children must be accompanied at all times.

Special arrangements and risk assessments are in place for young persons attending site as students of the JTL Training Centre and Oxfordshire Advanced Skills facility.

Culham Sports and Social Association Facilities

Culham Sports and Social Association (CSSA) offers membership to site occupants and their families. Any child brought onto site to attend a CSSA event or use CSSA facilities must be under the control of the parent/guardian at all times and should remain within the facility being visited.

General

Children who meet the above rules and are brought onto site, regardless of age, must have a valid visitor pass, arranged in advance and obtained from the Main Gate Reception on the day of the visit. The only exception will be where separate security arrangements have been made for large site functions. Any child must be accompanied at the time of pass issue by a permanent pass holder (parent or guardian) whose full pass will act as ID for the child. Passes must be visible at all times whilst on site. Because of small parts it is acceptable for parents to keep hold of passes for children less than 36 months old. Children must be under the control of their parent/guardian at all times and must not be left unaccompanied.

Dogs / Animals

Dogs and other animals are not allowed on Site at any time (including in tenanted areas), except for:

- Registered assistance dogs;
- Other working dogs where they have a justified operational reason to be on site and where the Site Manager has given written approval prior to the visit;
- Dogs in delivery vehicles, which must remain in the vehicle at all times

The Patrol Service are authorised to stop and question all vehicles entering the Site where a dog is visible in the vehicle. Unless the dog falls into the exception categories above, the driver will not be allowed access to site.

Patrol Service Searches

The Patrol Service are authorised to carry out searches of vehicles, pedestrians, cyclists and motor cyclists entering or leaving Site.

Details of any persons refusing to be searched will be passed to the Site Manager, and they may be refused entry.

Movement on and around the Estate

Road Safety

All vehicles including bicycles and motorcycles are brought on site at the owner's risk. UKAEA takes no responsibility for loss or damage to vehicles or their contents whilst parked on site.

Users of Site (whether drivers, cyclists, motor cyclists, or pedestrians) must abide by The Highway Code and site signage (both permanent and temporary) at all times, including any legislation that is brought into effect after the date of these Rules. Anyone who does not comply with road safety rules may be banned from bringing a vehicle on site for a specified duration.

Overtaking, other than stationary and very slow-moving vehicles (e.g. electric vehicles, forklifts), is not permitted on Site. If overtaking is necessary, care must be taken so as not to endanger other road users / pedestrians.

All vehicles brought onto site must be legally roadworthy, and be covered by current tax, MOT and insurance appropriate to the vehicle. Random checks will be made (via the Government website) that vehicles brought onto site are taxed and have a valid MOT. If a vehicle's tax is out of date or the vehicle has no valid MOT the driver will be instructed to remove the vehicle to the G1 long stay car

park and walk onto site. UKAEA reserves the right to inform the DVLA if the vehicle is noted parked at G1 for more than 2 working days.

UKAEA Employees using their vehicles on site for business purposes must ensure that appropriate business use insurance has been obtained. Full details can be found in Appendix A of the UKAEA Conditions of Employment Manual.

No SORN vehicles are to be brought onto or kept on Site.

Culham Science Centre is a test centre for Autonomous Vehicles and if the risk assessment dictates they may be accompanied by a marshal during testing. Site users should follow any instruction issued by the marshals and treat the vehicle in the same way as they would a conventional road vehicle.

Vehicle Repairs on Site

The repair and maintenance of vehicles on site is not permitted unless the repair is minor (e.g. replacing a bulb) and is required to allow the vehicle to be driven safely off-site. Breakdown and removal services will be able to access the site to recover vehicles that have broken down subject to the usual visitor controls.

Spills of fuels, oils and lubricants from vehicles

If any vehicle, commercial or private, is found to be leaking fuel/oil/lubricant on site the owner will be identified and asked to remove the vehicle from site immediately and not return with it until the cause of the leak has been dealt with.

Refuelling of vehicles

The re-fuelling of private vehicles on site is NOT permitted. The refuelling of operational equipment (for example mowers, tractors, MEWP's etc) is ONLY permitted if a Risk Assessment has been produced for the activity and sufficient measures to control any spill have been put in place.

Washing of vehicles

The washing of vehicles on site is NOT permitted. The only exception are UKAEA owned vehicles that are permanently based on site (Patrol vehicles etc) but in all cases the washing may only take place outside building G1 where arrangements are in place to ensure the waste water flows to the correct drainage system.

Speeding

The Site has a general 30mph speed limit, although lower limits apply to some parts of the site, including on the approaches to the Main Entrance gate.

Random speed checks are made on Site. Vehicles detected exceeding the speed limit will be stopped, the driver's details taken, and the driver banned from bringing a vehicle on Site for a specified duration. In cases of an excessive breach of the speed limit, or repeat instances of speeding on Site a longer duration ban will be imposed and the person concerned will be reported to their line management, or to their employer in the case of tenant staff and agency workers.

Parking

Drivers must use marked parking bays only.

In particular, vehicles must NOT park:

- On or over duct covers or manhole covers (except in authorised car parking spaces);
- On grass and pavements (except when specifically directed at special events or otherwise authorised);
- In parking spaces reserved for disabled drivers, official vehicles or visitors, unless authorised or displaying the appropriate permit;
- In permit only parking areas if the driver is not in possession of a valid permit
- At any location where permanent or temporary restrictions are in place.

Private vehicles may only be left on Site overnight or for extended periods where the person is away on official business or has been taken ill at work and is medically unfit to drive. In such cases the Patrol Service must be notified in advance or as soon as possible and in the case of owners away on business the vehicle must be moved to the G1 long stay car-park.

Random checks are made on unauthorised parking on Site. Any vehicle not parked in a marked parking bay or not displaying an appropriate permit will have a warning ticket affixed to the vehicle windscreen. The driver will be required to stop when leaving Site and the driver's details will be taken. Repeated infringements will result in the driver being banned from bringing a vehicle onto Site for a specified period.

In cases of excessive repeat instances, the person concerned will be reported to their line management, or to their employer in the case of tenant staff and agency workers

Conduct on the Estate

Smoking

In accordance with the law smoking is not permitted in any building on site but additionally not in specified public areas where no smoking signs are posted, e.g. in enclosed courtyards.

Smoking shelters have been provided for use by smokers. If smoking outside, smokers are asked to refrain from smoking in areas close to buildings where occupants would be disturbed by drifting smoke.

Electronic cigarettes (e-cigarettes/vaporisers) may also not be used inside buildings occupied by UKAEA or in common areas of buildings on site, e.g. coffee lounge, restaurant, etc. This is to prevent nuisance to other building occupants, since e-cigarettes emit a vapour that can be unpleasant for other people.

E-cigarettes may be used/smoked in the designated smoking shelters or outside away from buildings so as not to affect building occupants.

Alcohol/Drugs

The mis-use of alcohol or drugs on site is forbidden. Any person found to be under the influence of alcohol or drugs will be reported to their employer for the appropriate action to be taken.

Requests to serve alcohol as part of a site event should be made to the site premises licence holder (The Site Manager) who will advise if the event is covered by the existing premises license or if a Temporary Event Notice (TEN) is required. Such requests should be made no later than 28 days before the event to allow time for the appropriate authorities to be notified.

Use of Cameras

1. UK Atomic Energy Authority Areas

Cameras may be brought onto site and used in common areas and UKAEA-occupied areas, except as detailed below:

- Photography in Radiological Designated Areas is subject to prior approval by the relevant ATO Holder;
- Photography within the Special Techniques area of D4 is subject to prior approval by the Manager of Special Techniques;
- Photography within the B1 hall area of RACE is subject to prior approval by the Head of Operations, RACE
- Photography associated with media visits is subject to prior approval by the UKAEA Communications Group.

2. Tenants' Areas

The use of cameras in tenant-occupied areas is a matter for the tenant organisation to determine and control.

Tenant sponsored media visits should be notified to the UKAEA Property Unit for information.

Burning of Wood and Materials

The burning of wood and other materials on Site is not permitted. The only exceptions to this are the burning of materials associated with fire extinguisher training in areas previously agreed, and the annual fireworks display and bonfire.

Management and Storage of Waste Materials

No material of any kind may be stored on any common areas of the Site, either temporarily or long term, without the prior approval of the Site Manager.

Waste skips must be covered by a skip permit, obtainable by contacting the Property Helpdesk (01235 464444). Waste skips and bins must be clearly signed to identify who controls them and under what circumstances waste may be deposited. Skips and bin areas are to be kept tidy at all times.

Legal requirements must be observed, in particular the Duty of Care requirements under the Environmental Protection Act 1990 to make appropriate arrangements for the control and disposal of all types of waste, and to prevent fly-tipping.

Discharge of Effluent

No discharges should be made to the trade effluent system without prior approval, which may be sought from UKAEA's Waste Management Group Leader.

Only sewage and foul water shall normally be allowed to enter the foul drainage system. Tenants must not discharge 'process effluent' (effluent specifically resulting from their activities) into the foul drainage system without prior agreement of both UKAEA and the water company. There are strict limitations on discharges from the Site. Discharges must be rigorously controlled to avoid any breaches of the existing discharge consents, which could cause serious environmental damage and ultimately lead to prosecution.

For tenants who require to discharge controlled effluents to the foul drainage system:

- *new tenants*: this will be considered during lease negotiations
- *existing tenants*: this will be controlled by the EDC procedure (See next Section)

Only surface water from roofs, roads and paths shall be allowed to enter the site surface water drainage system.

In the event of an accidental discharge into the surface water system (e.g. fuel from a transport incident) the incident should be reported immediately by calling the Site Emergency Number.

Use of Drones/Un-manned Aerial Vehicles (UAV's)

The flying of Drones/UAV's in the external areas of the site is NOT permitted unless:

- The pilot is in possession of a permit to fly a drone/UAV on the Culham Site issued by the Civil Aviation Authority (CAA) and
- Approval has been given by UKAEA's Property Unit (which will be subject to a permit having first been obtained from the CAA)

The flying of drones/UAV's inside UKAEA buildings is permitted subject to the approval of the relevant Building Manager and the production of a Risk Assessment.

The flying of drones/UAV's inside Tenant occupied buildings is subject to approval from UKAEA's Property Unit on production of an appropriate Risk Assessment.

Use of Lasers

UKAEA and External Areas - All lasers used in UKAEA occupied areas on site (which includes ALL external areas) where personnel might be exposed, must be approved and registered by a UKAEA Laser Safety Officer.

Tenant areas – Permission to use lasers solely in a tenant's own demise should be obtained from UKAEA's Property Unit so that checks can be made to ensure that persons outside of the tenant's demise are not exposed. Where tenants wish to use a laser in external areas on site the laser will have to be approved and registered by a UKAEA Laser Safety Officer.

Estate Signage

No temporary signage or advertising may be displayed on site without permission from the Site Manager.

Fixed estate and building signage must be consistent with the Site Identity Guide and therefore should be approved by UKAEA Property Unit. External tenant signage is arranged through UKAEA Property Unit

Personal Deliveries

For security reasons items for personal use at home must not be delivered to the site.

Alterations/Modifications to Land, Buildings or Services

Estate Development Control Applications

Modifications to UKAEA owned land, buildings and services, including new construction (whether temporary or permanent), may only be made with the approval of the Site Manager following submission of an Estate Development Control (EDC) application.

Guidance on the EDC process and the submission of an EDC application is available from the Property Helpdesk (01235 464444).

It is important to note that some modifications may require planning consent or may need to meet other legal requirements that fall outside of the EDC process.

Excavations

In addition to EDC controls all Excavation Works on Site are subject to an Excavation Permit. No excavation works, however shallow, may commence prior to receipt of this authorisation. This includes the driving of pegs/stakes into the ground.

Safe Systems of Work

Work carried out for or on behalf of UKAEA - All work on the Site must be carried out in accordance with all relevant legislation and UKAEA site procedures. For contractors working on Site on behalf of UKAEA, it is the responsibility of the UKAEA Contract Project Manager to ensure that all are aware of this requirement.

Work carried out for or on behalf of Tenants - Tenants are responsible for the control of work within their areas. However, where this work impinges on other tenants, occurs in common areas, or is carried out in any areas which are the responsibility of UKAEA (including roofs and building ducts), then UKAEA will need to be assured that the proposed control of the work is suitable and sufficient. The proposed control of work should be discussed as early as possible with UKAEA Property Unit.

Emergency Arrangements

In the case of fire or other emergency, persons should call the Site Emergency Number 222. Staff on external phones / mobiles should call 01235 842222

Emergencies

All persons on site should make themselves aware of the emergency arrangements within the building where they normally reside and in other buildings on site that they visit/work in. For UKAEA-occupied areas, information is given on red notices **Action in the Event of an Incident** posted at strategic locations within buildings.

In the event of an emergency, instructions issued by authorised personnel must be followed.

Fire Precautions

Fire risk assessments are carried out for all UKAEA buildings in accordance with regulatory requirements. Tenants are responsible for ensuring suitable and sufficient fire risk assessments are produced and complied with for their premises. Tenants should appoint their own Fire Marshals and Wardens.

Where appropriate fire inspections and audits will be carried out to ensure compliance with fire risk assessments.

Fire Marshals and Wardens are appointed to carry out specific duties in the event of an evacuation due to suspected fire.

Building Alarms

All Site occupants must be familiar with the sound of, and the required responses to, the Emergency Alarms within buildings.

Responsive action is required on all occasions except when the alarms are sounded for testing purposes, which is carried out at set times and periods. All persons should be aware of the testing regime for their area.

Site Emergency Klaxon Alarm

All Site occupants must be familiar with the sound of and the required response to the Site Emergency Klaxon alarm (sounders are outside buildings).

Responsive action is required on all occasions except when the alarms are sounded for testing purposes, which is carried out at set times and periods. Notice of testing will be posted at the Main Gate on the day that testing is due to take place.

Response Levels

There are 5 threat levels that are set by UK government and indicate the likelihood of a terrorist attack in the UK. Government sites are required to respond to the level of threat in an appropriate and proportionate manner determined by intelligence/information received regarding a specific threat to the site. This is known as the Response Level

To advise all site occupants of the current Response Level on site, a display sign is located at the main site entrance.

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 terrorist threat. In the event of an increased terrorist threat within the UK, the display sign will be changed to either:

HEIGHTENED
or
EXCEPTIONAL

Each response level will initiate additional security measures appropriate to the threat. Further information on specific actions to be taken will be communicated as appropriate.

All site occupants are required to comply with measures associated with each Response Level.

Persons must report anything suspicious immediately to the Site Manager or the Patrol Service.

Alternative parking arrangements and driving routes in to, around and off site may be imposed if the site security response level rises to Exceptional. These changes will be communicated through temporary signage and through the site broadcast system.