



**NORTHERN IRELAND SCIENCE PARK**

**THE PUMP-HOUSE BUILDING**

**HANDBOOK 2014**

<b>VERSION</b>	<b>ERROR!</b>
<u>BOOKMARK NOT DEFINED.</u>	
<b>ACCESS AND SECURITY</b>	<b>3</b>
ACCESS TO BUILDING	3
ACCESS CARDS AND KEYS	3
FIRE ALARMS	3
SECURITY	3
VISITORS	3
<b>HEALTH AND SAFETY</b>	<b>4</b>
EVACUATION PROCEDURES	4
FIRE EVACUATIONS (assembly map attached)	5
FIRE WARDENS	5
FIRST AID	6
ACCIDENT/INCIDENT REPORTING PROCEDURE	6
SMOKING POLICY	7
<b>FACILITIES</b>	<b>7</b>
MAINTENANCE	7
OUT OF HOURS EMERGENCY CONTACT	7
CAR PARKING	8
TOILETS/SHOWER	8
GENERAL/RECYCLING WASTE	9
LOST PROPERTY	9
VISITOR CENTRE AND STUDIO EVENTS	9
CATERING	9
LIFT	10

## **ACCESS AND SECURITY**

### **ACCESS TO BUILDING**

There is only authorised access to the Pump-House building for events and tours, information on this can be obtained at The Innovation Centre (7800).

### **FIRE ALARMS**

Fire alarms are located throughout The Pump-House in all areas. The fire alarm will be tested at 09.00am every Friday. The Fire alarm is monitored via a Red Care line 24/7 which goes to Chubb Monitoring Station who relay it to the Fire Brigade.

### **SECURITY**

Occupants and Visitors should remain vigilant at all times within the building and advise the Facilities Assistant (Ext. 7811) or, in his/her absence, The Innovation Centre reception (Ext. 7800) should be informed of any concerns they have in relation to security. Anyone intending to leave a vehicle overnight in the car park must inform the Facilities Assistant in order to avoid any security alert that may occur.

For the protection of tenants, staff and property, there is a security interest provided by Northern Ireland Science Park at the Pump-House with an on-site security presence during working hours, external and internal CCTV monitoring and mobile patrols during the night.

### **VISITORS**

All visitors must report to The Innovation Centre reception and use the front entrance/exit. This is vital, not only for security but, for health and safety reasons.

## HEALTH AND SAFETY

### EVACUATION PROCEDURES

It is advised that each tenant nominate an evacuation officer/fire warden from its staff to co-ordinate the evacuation of its unit. If you discover a fire or there is a need to evacuate, IMMEDIATELY activate the fire alarm by breaking the nearest fire alarm break-glass point, which will result in the alarm sounding throughout the building, and proceed to the assembly point which is shown on the attached map.

### DO NOT ATTEMPT TO USE THE LIFT IN AN EMERGENCY.

On hearing the fire alarm (other than drills when the system is being tested) the Facilities Assistant will ascertain the origins of the alert and instruct the receptionist to dial 999 and give the operator the telephone number and ask for fire brigade.

Switch off equipment only where it is safe and you have time to do so.

Efforts to extinguish a fire must only be attempted by appropriately trained personnel with the appropriate fire fighting equipment after the alarm has been raised.

Providing there is no personal danger to members of the general public, staff or tenants, the fire may be tackled.

Do not put yourself at risk and always ensure you have a means of escape. When you hear the fire alarm, do not panic, shout or run.

Leave the premises by the nearest available exit route, closing all doors behind you. Only appropriately trained staff should assist elderly or disabled persons to evacuate the premises.

Any extinguishers at hand should be carried on evacuation in case of the need to tackle any fire preventing you from leaving. Please study the various types of fire extinguishers for different types of fire displayed below. You will notice that it details what you can and cannot use the extinguisher for.



## **FIRE EVACUATIONS (assembly map attached)**

Practised evacuations are carried out twice a year and are organised and supervised by NISP.

They are timed and recorded to check performance and a full building evacuation should be carried out within 2 ½ minutes. Longer than this and another evacuation will be repeated within 2 weeks.

## **FIRE WARDENS**

**Role of Fire Wardens:** Fire Wardens have a two-fold role: one element is to help ensure that the area for which you have been assigned responsibility is safe from uncontrolled fire risks; the other is to help ensure a prompt and safe evacuation of your respective areas and report to the NISP Fire Marshall

Faults and problems discovered by Fire Wardens during routine inspections should be reported as a matter of urgency to the Facilities Assistant (tel 028 9073 7811) for prompt correction.

- There should be a designated person in each company responsible for immediate charge of their organisation. NISP would recommend at least 3 Fire Wardens.
- It should be clearly understood that if the designated person is not available then the deputy, or next senior person, takes charge.
- Carry out systematic monthly Fire Safety checks of their assigned area to ensure that all fire equipment, exit signs etc are in place and in good working order.
- Fire Wardens should ensure they are familiar with fire exits and assembly points.
- In the event of a fire the Fire Wardens will search their areas to ensure that all people evacuate the building and make their way to their assembly area by the nearest safe exit. The fire wardens then direct any people who have not been evacuated to the appropriate fire exit and onward to their assembly area.
- Ensure that all members of their staff make their way safely to the designated assembly point and wait for further instructions from their Fire Warden

**Fire Wardens should liaise with the NISP Fire Marshall immediately after their roll call and the following information should be passed on:**

- i. If all personnel are accounted for.
- ii. How many people, if any, are unaccounted for in the building, who they are and where they are likely to be located.
- iii. Highlight any dangerous hazardous or chemicals stored in buildings that are likely to hinder or cause danger.

If personnel are unaccounted for the Fire Warden should inform the NISP Fire Marshall immediately. The NISP Fire Marshall will co-ordinate with the Fire Brigade.

If all personnel are accounted for the Fire Warden should return to their assembly point and await further instructions from the Fire Marshall.

The NISP Fire Marshall will instruct when it is safe to enter the building on directions from the Fire Brigade.

Under no circumstances should you enter the building unless permission has been given by the Fire Brigade or NISP Fire Marshall.

## **FIRE MARSHALL RESPONSIBILITIES**

- The NISP Fire Marshall is responsible for co-ordinating the evacuation.
- The NISP Fire Marshall is the first point of contact for the Emergency Services
- The NISP Fire Marshall is the first point of contact for the Fire Wardens
- Fire routine and evacuation drill procedure
- Ensuring personnel know location of fire alarm points.
- Ensuring regular use of primary and secondary escape routes.

## **FIRST AID**

Inform the Facilities Assistant of any incidents involving first aid.

If the accident has happened out of office hours the following telephone numbers are for your use.

Emergency Services - 999

Belfast City Hospital Accident & Emergency - 02890 329241

Royal Victoria Hospital Accident & Emergency – 02890 240503

Information required when telephoning any of the above numbers for emergency assistance is as follows:

Number of the telephone you are using

EXACT LOCATION OF ACCIDENT/EMERGENCY

NUMBER OF CASUALTIES

NUMBER OF INJURIES

ANY HAZARDOUS CIRCUMSTANCES: Gas Leak, Electrical, Fire, Liquid Spillage

REMAIN CALM AND AWAIT THE EMERGENCY SERVICES

## **ACCIDENT/INCIDENT REPORTING PROCEDURE**

The Health and Safety Executive is responsible for the promotion and enforcement of workplace health and safety in Northern Ireland. The Executive monitors compliance with occupational health and safety legislation and takes enforcement action where necessary.

NISP has to report to the Health and Safety Executive certain injuries, diseases and dangerous occurrences and injuries caused by physical violence.

Injuries or accidents involving tenants or members of the public that occur within the tenants' units are the responsibility of the tenant company.

Accidents involving tenants or members of the public that take place within the Landlords remit (corridors, event area, communal toilets) must be reported to the Facilities Assistant or the Health and Safety Officer immediately.

Full Regulations for Reporting of Injuries, Disease and Dangerous Occurrences Regulations (Northern Ireland) can be found at: [www.hseni.gov.uk](http://www.hseni.gov.uk)

The following is a brief summary of what is reportable:

- Death or major injury
- Over three day injury (accident in connection with work)
- Dangerous occurrence
- Disease

The Health & Safety Officer may carry out a further investigation and, if appropriate, will deal with the statutory reporting requirements to the Health & Safety Executive. Please ensure prompt and proper reports are made.

## **SMOKING POLICY**

The Pump-House is a non-smoking building with smoking not allowed within 10 meters of entrances. Tenants, staff and members of the general public should be aware of this policy.

A fire alarm system is installed throughout the building, which can detect smoke in any area of the building.

If smoke is detected in any area, an evacuation drill could be activated leading to a full building evacuation.

Please help us to avoid unnecessary evacuation by not smoking anywhere in the building or in close proximity to the entrance doors.

Staff members, tenants and visitors may smoke outside but **MUST** use the smoking bins provided for the disposal of extinguished cigarette butts and not in close proximity to the entrance doors.

DO NOT put lit cigarettes in these bins.

## **FACILITIES**

### **MAINTENANCE**

The Facilities Assistant is responsible for any maintenance issues with the Innovation Centre. Please contact the Facilities Assistant ([maintenance@nisp.co.uk](mailto:maintenance@nisp.co.uk), 028 9073 7811) with regards to any issues arising.

### **OUT OF HOURS EMERGENCY CONTACT**

The Northern Ireland Science Park operates an out of hours emergency telephone number for security or maintenance issues which is directed to our monitoring station for actioning.

The number below must only be used in an emergency.

**028 9073 7999**

## **CAR PARKING**

Visitor car parking is along the Thompson dry dock, with 2 hours parking restriction. Visitors for a day long event can obtain visitor passes from The Innovation Centre reception, when displayed will allow access for full day parking.

Everyone must keep parking areas tidy with enough clear space for people with vehicles. You must never park your vehicle where it obstructs the access to a fire point or fire exit.

Vehicles must be parked within marked limits but adequate space should be left for getting in and out of the vehicle safely.

Anyone intending to leave a vehicle overnight in the car park must inform the Facilities Assistant (Ext. 7811) or reception (Ext. 7800) in his/her absence, to avoid any security alert that may occur.

## **TOILETS/SHOWER**

There is toilet facilities for men, ladies and disabled people. These are located on the 1<sup>st</sup> floor mezzanine area behind the projector wall.

### **THE ALARM SHOULD ONLY BE ACTIVATED IN AN EMERGENCY**

The disabled toilet also houses a public shower. Tenants and staff are asked to please ensure all personal belongings are taken with them when they have finished showering and the shower room is left clean and tidy for immediate re-use.

Feminine hygiene units are available in the ladies' public toilet and public disabled toilet.

Feminine hygiene products are also available in the ladies' public toilet.

For replenishment of supplies or to report a fault, please contact the Facilities Assistant (Ext. 7811 e-mail: [maintenance@nisp.co.uk](mailto:maintenance@nisp.co.uk)) or reception (Ext. 7800) in his/her absence.



## **GENERAL/RECYCLING WASTE**

General and recycling waste bins are located around the Pump-House, the nearest bin store is located at the North end of The Innovation Centre.

The Science Park recycles paper, plastic, cardboard and aluminium.

The bin areas are covered by CCTV and we will almost certainly be able to trace misplaced waste back to the offender.

## **LOST PROPERTY**

If you or a member of the general public have mislaid any personal property or find any personal property belonging to someone else, please contact The Innovation Centre reception (Ext. 7800).

All items found will be stored at The Innovation Centre reception. Items will be held for approximately 3 months and thereafter donated to charity.

## **MEETING ROOMS AND MAIN EVENT AREA**

The Northern Ireland Science Park's The Innovation Centre offers a unique and contemporary venue which is flexible and adaptable and can accommodate conferences, seminars, exhibitions, banquets, web launches, breakfast meetings, product launches and workshops.

If you require anymore information on meeting rooms and main event area please visit [www.nisp.co.uk](http://www.nisp.co.uk)

## **CATERING**

On site catering is currently provided by Mount Charles and is available for use to all Northern Ireland Science Park tenants and visitors. Only food purchased from the onsite caterers can be consumed in the Pump-House.

If you require anymore information on catering please visit [www.nisp.co.uk](http://www.nisp.co.uk)

## **LIFT**

Everyone must obey the cautionary notices displayed, especially the maximum load level of the lift. You should never obstruct the doors, nor should you interfere with an out of service lift.

In the event of lift failure, use the lift alarm. Do not attempt to leave the lift car until instructed to do so by the lift engineer or fire brigade.

# THE PUMP-HOUSE EVACUATION ROUTE



- ..... Assembly Point G for Pump-House
- ..... Walking Route to Assembly Point G
- ⊕ Disabled refuge mezzanine on 1<sup>st</sup> floor